

GIH2020 General Information Handbook

JET プログラム参加者用ハンドブック



PROGRAMME

The Japan Exchange & Teaching Programme

Please read this book
before coming to Japan.

来日前に必ずこの冊子を読んでください。

撮影地 新倉山浅間公園 (山梨県富士吉田市) Arakurayama Sengen Park (Yamanashi Prefecture Fujiyoshida City)

Designed by Amari

JET プログラム参加者情報・JET Programme Participant Information			
名前 Name			
JET 番号 JET No.			
勤務先情報・Workplace Information			
任用団体 Contracting Organisation			
住所 Address			
電話番号 Telephone No.		FAX 番号 FAX No.	
E メール E-mail			
担当者氏名 Supervisor's Name			

緊急通報用電話番号・Emergency Phone Numbers

警察 Police 110
 救急車/消防 Ambulance/Fire 119
 警察相談ダイヤル Police Consultation Centre #9110

緊急通報時に役立つフレーズ・Emergency Phrases

警察・Police

Tasukete kudasai! (Please help!)
 _____ *ga nusumaremashita.* (My _____ has been stolen.)
Jūsho wa _____ *desu.* (My address is _____.)
Namae wa _____ *desu.* (My name is _____.)
Denwa bangō wa _____ *desu.* (My telephone number is _____.)

救急車/消防・Ambulance/Fire

Kaji desu! (Fire!)
Jiko desu. (There has been an accident.)
Kyūkyūsha wo onegai shimasu. (Send an ambulance, please.)
Jūsho wa _____ *desu.* (My address is _____.)
Namae wa _____ *desu.* (My name is _____.)
Denwa bangō wa _____ *desu.* (My telephone number is _____.)

2020
GENERAL INFORMATION HANDBOOK
JETプログラム参加者用ハンドブック



You can bring this book to Japan or download the pdf version online.

**日本に来るときに必ずこの冊子を持参するか
オンラインでpdfファイル入手してください。**

**Council of Local Authorities for International Relations
CLAIR**

一般財団法人自治体国際化協会

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JET プログラムに参加される皆さんへ

ようこそ、JET プログラムへ！

これから始まる日本での新たな生活を想像し、期待に胸を膨らませていることでしょう。

皆さんは来日後、日本全国各地の地方公共団体や私立学校に配属され、ALT、CIR、SEA のそれぞれの職種に応じた業務を通じて、草の根レベルの国際交流を推進する役割を担います。

これから皆さんは、公務員や学校職員として住民からの期待と信頼に応え、国際交流や外国語教育の分野のプロフェッショナルとして責任を持って職務に取り組むことが求められます。

また、皆さんが配属される職場では、多くの職員が皆さんの着任、そして皆さんと共に仕事ができることを心から待ち望んでいます。皆さんは、地域の住民から、それぞれの母国の「顔」として見られます。母国の代表として JET プログラムに参加していることを忘れずに、仕事以外の場においても責任をもった行動を心掛けてください。

皆さんが日本の地域の国際化のために存分に力を発揮し、地域の人々に愛される JET プログラム参加者となることを期待します。

一般財団法人 自治体国際化協会 (CLAIR)

2020 年 2 月

Dear JET Programme Participants,

Welcome to the JET Programme!

As you look toward your new life in Japan, you are most likely filled with great anticipation and excitement.

After arrival in Japan, you will take on your roles in promoting grassroots international exchange through your work as ALTs, CIRs, and SEAs at local authorities and private schools all over Japan.

As professionals in foreign language education and international exchange, you are expected to approach your duties responsibly, and live up to the expectations and the trust held by the local community in you as a government employee and/or educator.

Many people at your new place of work are eagerly awaiting your arrival, and are looking forward to working with you.

It is also important to remember that you will each be seen by your local community as the 'face' of your home country. Please act responsibly both during and outside of working hours, and do not forget that you are participating in the JET Programme as a representative of your home country.

We hope that you do your utmost in working towards the internationalisation of Japan's communities, and that you will become another one of the many JET Programme Participants loved by their local communities.

Council of Local Authorities for International Relations (CLAIR)

February 2020



よく使われる頭字語 FREQUENTLY-USED ACRONYMS

AJET	Association for Japan Exchange and Teaching	JETプログラム参加者の会
ALT	Assistant Language Teacher	外国語指導助手
BCP	Business Continuity Plan	事業継続計画
BOE	Board of Education	教育委員会
CIR	Coordinator for International Relations	国際交流員
CLAIR	Council of Local Authorities for International Relations	自治体国際化協会
CO	Contracting Organisation	任用団体
ES	Elementary School	小学校
GIH	General Information Handbook	JETプログラム参加者用ハンドブック
JET	JET Programme Participant	JETプログラム参加者
JETAA	JET Programme Alumni Association	元JETプログラム参加者の会
JHS	Junior High School	中学校
JSA	Japan Sports Agency	スポーツ庁
JTE	Japanese Teacher of English	日本人英語指導員
JTL	Japanese Teacher of a Foreign Language	日本人外国語指導員
MEXT	Ministry of Education, Culture, Sports, Science and Technology	文部科学省
MIC	Ministry of Internal Affairs and Communications	総務省
MOFA	Ministry of Foreign Affairs	外務省
PA	Prefectural Advisor	取りまとめ団体アドバイザー
SEA	Sports Exchange Advisor	スポーツ国際交流員
SHS	Senior High School	高等学校、高校
TEFL	Teaching English as a Foreign Language	外国語としての英語教育
TESOL	Teaching English to Speakers of Other Languages	英語を母国語としない人のための教授法

2020-2021 JET Programme Yearly Schedule

	Date	Event
April Arrivals	12 April, 2020	JET Programme Participants Arrival in Japan
	13-15 April, 2020	Post-Arrival Orientation and Welcome Reception
	15 April, 2020	Participants Arrival at their Contracting Organisations
Group A	9 September, 2020	JET Programme Participants Arrival in Japan
	10-12 September, 2020	Post-Arrival Orientation and Welcome Reception
	12 September, 2020	Participants Arrival at their Contracting Organisations
Group B	13 September, 2020	JET Programme Participants Arrival in Japan
	14-16 September, 2020	Post-Arrival Orientation and Welcome Reception
	16 September, 2020	Participants Arrival at their Contracting Organisations
	Late September, 2020	Prefectural Orientations
	September, 2020 - February, 2021	ALT Skill Development Conferences
	October - December, 2020	CIR and SEA Mid-Year Conferences
	Late January - Early February, 2021	Reappointment Deadline
	February - March, 2021	After JET Conference and JET Programme Career Fairs (optional conference for participants who are planning to complete their tenure on the Programme)

Chapter 1:

Pre-Departure

第1章 出発前

1.1. Schedule

The JET Programme is split into two main arrival groups, the summer (Summer Post-Arrival Orientation), and the April arrival groups (April Post-Arrival Orientation, for ALTs and CIRs from China, Korea, Brazil and Peru, and some ALTs and CIRs from other participating countries). Please be aware that the following information is mainly for participants arriving in summer. Information for participants arriving in April that differs for participants arriving in summer appears in parentheses. Participants arriving in Japan after the designated arrival dates should refer to “2.2 Information for Intermittent Arrivals” for additional information.

1) Before Departure

Late May (late February to mid-March for April arrivals)

You will receive information concerning your placement from your contracting organisation, including the following four documents: Notice of Appointment (*Saiyō Naitei Tsūchisho*), Terms and Conditions (*Nin'yō Kisoku* or *Shūgyō Kisoku*), a welcome letter, and Statement of Agreement (*Dōisho*). Please read these documents carefully and promptly address any questions about their content to your contracting organisation or the Embassy or Consulate General of Japan.

JET Programme Participants will receive information about their flight to Japan from CLAIR through a travel agency. If you have any questions regarding travel arrangements, please enquire with the travel agency. Furthermore, as a rule, please understand that the departure date cannot be changed.

Late July

The travel agency will send you a questionnaire related to the information regarding your departure for Japan and the Post-Arrival Orientation. After filling out the questionnaire, promptly return it to the travel agency. (This questionnaire is not sent to April arrivals).

2) Departure

Departure from Home Country

All JET Programme Participants arrive in Japan by airplane on the dates listed below, and must depart for Japan from the designated airport on the flight arranged by the Embassy or Consulate General of Japan. In case you change your place of residence before departure, etc. a change of your place/region of departure in your home country may be permitted. However, the date of arrival in Japan cannot be changed.

1. ALT/ CIR April arrivals Sunday, 12 April 2020
Summer arrivals Wednesday, 9 September or Sunday, 13 September 2020
2. SEA arrivals Sunday, 13 September 2020



If you withdraw from the JET Programme soon after arriving in Japan, you may have to repay the cost of your airfare to Japan, the hotel accommodation in Tokyo, and other related fees. If you intend to withdraw, please inform the Embassy or Consulate General of Japan immediately before departing for Japan.

Please note that you are not permitted to make your own travel arrangements. If you wish to make a change, you must contact the Embassy or Consulate General of Japan at least one month and one day in advance of your arrival date in Japan. Please keep in mind that when returning to your home country, return tickets will be provided to the designated airport from which you originally departed.



In the case where you request to make a change to your travel arrangements 30 days or less before your departure date to Japan, (counting from the day of departure) or request to withdraw from the JET Programme before coming to Japan, you may be required to bear the cancellation fees for your travel, for housing related fees (in the case where your contracting organisation arranges your housing), and other fees. The obligation to pay travel fees will arise as soon as the cancellation is confirmed by the travel agency.

Departure from Within Japan

There is no Pre-Departure Orientation but you must attend the Post-Arrival Orientation. Travel costs, etc. from the train station or airport closest to your residence to the Post-Arrival Orientation venue will be issued by the travel agency and the cost borne by your contracting organisation. You must depart from the airport or train station designated for you. However, travel expenses to the closest train station or airport are your responsibility. Furthermore, if you live within 100 km of the nearest station to the orientation venue, you are responsible for your own transportation costs.

3) Pre-Departure Orientation

Prior to departing for Japan, you will attend a Pre-Departure Orientation hosted by the Embassy or Consulate General of Japan. The location of the Pre-Departure Orientation is determined according to the designated airport of the city you will depart from. Attendance at the Pre-Departure Orientation is compulsory. The purpose of this orientation is to help you with necessary preparations for the coming year on the JET Programme.

It usually includes the following:

1. An overall introduction to the JET Programme
2. An introduction to the various work duties for each job type
3. Seminars and training covering life in Japan and cultural differences (including basic Japanese training)
4. Necessary information related to your departure.

4) Arrival in Tokyo

ALT/ CIR: Wednesday, 9 September or Sunday, 13 September 2020 SEA: Sunday, 13 September 2020 (Sunday, 12 April 2020 for April arrivals)

When you arrive at the airport in Japan, you will be greeted in the arrival lobby by travel agency representatives. You will then be directed to a shipping area where luggage can be sent to your contracting organisation. Please note, you may only take one large piece of luggage (suitcase or backpack) and one hand-held carry-on with you to the Post-Arrival Orientation venue. As you are requested to dress in business attire for this orientation, which means a suit with a jacket and tie for men, a suit with a jacket for women, and equivalent dress shoes, please make sure to bring them with you to the orientation venue.

Following this, you will then immediately board a chartered bus to the hotel. All participants must travel on the pre-arranged buses and essential information will be provided during the bus ride. You are not permitted to arrange alternative transportation. After you arrive at the airport, and until you board the bus, there will be no free time to meet friends etc.

5) Post-Arrival Orientation

ALT/CIR: Thursday, 10 September – Saturday, 12 September 2020 or Monday, 14 September – Wednesday, 16 September 2020 SEA: Monday, 14 September – Wednesday, 16 September 2020 (Monday, 13 April – Wednesday, 15 April 2020 for April arrivals)

Attendance at the Post-Arrival Orientation is mandatory.

Even if you have previously participated on the JET Programme, please attend all of the Post-Arrival Orientation.

The purpose of the Post-Arrival Orientation is to provide a basic introduction to life and work while on the JET Programme. The Post-Arrival Orientation includes the following:

1. An introduction to the positions and duties of JET Programme Participants, presented by representatives from the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and the Council of Local Authorities for International Relations (CLAIR)
2. An explanation of job skills needed by JET Programme Participants to fulfil their duties, conducted by CLAIR and selected professionals
3. An explanation of skills useful for daily life as a JET participant living in Japan, conducted by CLAIR and selected professionals
4. A Host Prefecture/Designated City Meeting will be held for JET Programme Participants and supervisors etc. representing their contracting organisations. At this meeting, JET Programme Participants will be able to receive specific information about locations, positions, and responsibilities
5. An opportunity to make physical, mental, and cultural adjustments before travelling to your Host Prefecture/Designated City, as well as a chance to learn about Japanese work culture

Accommodation will be provided at the hotel at the Post-Arrival Orientation venue, and in general two to three participants will share one hotel room. CLAIR and the travel agency will assign all rooms. Please be aware that JET Programme Participants are neither able to change rooms during the Post-Arrival Orientation, nor permitted to make private accommodation arrangements.

Breakfast and lunch will be provided during Post-Arrival Orientation. A formal Welcome Reception will also be held at the hotel on the first night of orientation. As a rule, spouses and children of JET Programme Participants are not permitted to attend the Opening Ceremony, meetings or workshops, but may join the Welcome Reception.



Emergency Contact

In the case of an emergency during the Post-Arrival Orientation, please inform family and relatives that they should contact the CLAIR Office. (CLAIR staff will then inform the JET participant)

TEL +81-3-5213-1733 FAX +81-3-5213-1743

6) Departure for Host Prefectures/Designated Cities

ALT/CIR: Saturday, 12 September or Wednesday, 16 September 2020 SEA: Wednesday, 16 September 2020 (Wednesday, 15 April 2020 for April arrivals)

JET Programme Participants will travel to their Host Prefecture/Designated City with their supervisor(s) via transport pre-arranged by their Host Prefecture/Designated City. Participants accompanied by family members are requested to contact their contracting organisation as soon as possible (before departure for Japan) to make necessary travel arrangements for them.

7) Prefectural Orientation

Your Host Prefecture/Designated City will inform you of the date and location of your Prefectural Orientation during the Host Prefecture/Designated City Meeting at the Post-Arrival Orientation. Many prefectures hold their Prefectural Orientation immediately following the Post-Arrival Orientation after participants arrive in summer.

The purpose of the Prefectural Orientation is to provide JET Programme Participants with necessary information and job skills required for living and working in your prefecture as a JET Programme Participant. The Prefectural Orientation includes the following:

1. Workshops presented by prefectural employees to introduce the JET Programme structure within the Host Prefecture/Designated City, the JET Programme supervisor, and general guidelines
2. Workshops conducted by prefectural employees, teachers, and current JET Programme Participants to further develop job skills introduced at the Post-Arrival Orientation

3. Workshops conducted by current JET Programme Participants that focus on daily life applicable to the specific prefecture or Designated City. Topics may include the use of local transport, shopping, etc.
4. Distribution of publications and materials relating to life and work in the Host Prefecture/Designated City
5. Contact details of Prefectural Advisors (PAs) who can be contacted for advice and support in the event of an emergency

1.2. Passports and Visas

You must bring your passport with you to the Pre-Departure Orientation. If you do not have a passport, you must apply for one immediately. If you already have a passport, CLAIR recommends that at least one year or more remains until expiry, in order to avoid passport renewal soon after beginning work in Japan. The name on your visa application form must be exactly the same as the name on your passport. If the names are different, a visa cannot be issued. Please contact the Embassy or Consulate General of Japan in your home country immediately if your names are different. If you hold dual citizenship with Japan, you must renounce your Japanese nationality in order to participate on the JET Programme.

Please follow the instructions of the Embassy or Consulate General of Japan regarding the issuance of your visa. The type of visa issued will be one of the following:

- Instructor (ALT)
- Engineer/Specialist in Humanities/International Services (CIR)
- Skilled Labour (SEA)

JET Programme Participants who are married to, or have a parent who is a Japanese national are able to come to Japan on a Spouse or Child of Japanese National (*Nihonjin No Haigūshatō*) Visa. After you receive your visa, please check that the contents are correct. If you are permitted to enter Japan with this visa, a Residence Card will be issued. Once you receive your Residence Card, please verify that the Status of Residence and Period of Stay recorded on it are the same as on your visa, and that your name, date of birth, gender, and nationality are correct.

Please contact the Embassy or Consulate General of Japan in your home country for further information regarding visas.

Note: JET Programme Participants who will be accompanied by their spouse/children should refer to Section “1.5. Bringing Non-JET Spouses or Children” for information on Dependent Visas.

IMPORTANT: For JET Programme Participants already residing in Japan

Participants who reside in Japan with a Status of Residence other than Temporary Visitor can participate from within Japan only if they are permitted to make a Status of Residence change by the designated arrival date. It is the participant's responsibility to confirm with their nearest Immigration Bureau of Japan office whether or not they are able to make a Status of Residence change, and if possible, complete all necessary procedures. If a Status of Residence change is permitted, participants must complete their Reply Form and submit it to the Embassy or Consulate General of Japan where their interview was conducted. The Status of Residence change is a process that may take longer than a month in some cases, so please begin this process early and have your Status of Residence change completed by the start of your employment. Please be aware that participants who reside in Japan with a Status of Residence of Temporary Visitor cannot make a change and will need to return to their home country (only in unavoidable circumstances will they be permitted to make a Status of Residence change within Japan), carry out procedures to obtain a proper visa from the Embassy or Consulate General of Japan, and then enter Japan on the designated flight to participate on the Programme.

1.3. Immigration Procedures

When entering Japan, you must undergo a quarantine, immigration, and customs inspection before you are issued with a Residence Card.

Please follow the procedures below for entering Japan and receiving your Residence Card:

1. Depart on your designated flight.
2. Fill out the necessary items of the Disembarkation Card you will receive during your flight.
Note 1: For your Purpose of Visit column, please check “Others” and make sure to write “JET Programme” in the parentheses.
Note 2: Some airlines may not distribute the Disembarkation Cards. In this case, please obtain one and fill it in at the immigration inspection area upon arrival.
3. Go through immigration inspections after you arrive at the airport.
Note: Please be sure to place the completed Disembarkation Card in your passport (before presenting it to the immigration inspector).
4. You will be issued your Residence Card.
Note 1: Keep your Residence Card and passport on your person at all times.
Note 2: The home address section on your Residence Card will be left blank, and will be recorded on the back of the card when you complete your Moving-In Notification with your municipal government after arriving at your contracting organisation. You must complete this notification at your municipal government within 14 days after arriving in Japan. Take your Residence Card with you when making this notification.

1.4. Packing for Japan

1.4.1. Baggage to Bring to Japan

Please think carefully when packing and only bring a small amount of baggage. The baggage you bring to Japan should be limited to your most important and smallest items. Any excess baggage costs charged by your airline will be your own responsibility. Be certain to attach the special baggage tags you received at the Pre-Departure Orientation to each piece of baggage you bring to Japan.

Baggage and the Post-Arrival Orientation

Transporting hundreds of new JET Programme Participants from the airport to the Post-Arrival Orientation venue is a large undertaking that requires everyone's cooperation.

From the airport, each JET Programme Participant is only allowed to bring one large suitcase or backpack and one personal item to the Post-Arrival Orientation venue. This is due to space limitations and is strictly enforced at the airport. From the airport to the hotel, you can also take a laptop computer, but you will have to hold it on your lap with your personal item. The remainder of your baggage will be sent from the airport to your contracting organisation using a prearranged domestic delivery company.* The cost of this service will vary depending on the size, weight, and destination of each piece of baggage. Excessively large/heavy pieces of baggage may incur extra charges. One piece of baggage costs approximately 2,500-5,000 yen and takes 3-5 days to deliver. Keep in mind there is a possibility you may receive your baggage after you have arrived at your contracting organisation. For this reason, please pack around two days' worth of any necessary items you may require in your personal item.

Since you will be keeping some of your baggage with you and sending some ahead to your contracting organisation, you must separate your belongings in advance so that when you arrive at the airport, you have suits, documents, and everything necessary for the Post-Arrival Orientation in the one piece of baggage you take to the hotel.

When you travel from the airport to the Post-Arrival Orientation venue and then from the Post-Arrival Orientation venue to your contracting organisation, you must carry all of your baggage yourself. Baggage carts are not always available at domestic airports or train stations (you may use airports and train stations to travel to your Host Prefecture/Designated City following the Post-Arrival Orientation). In some cases, you may be asked to send your baggage to your Host Prefecture from the hotel by a delivery company at your own expense. These types of situations will be discussed at the Post-Arrival Orientation's Host Prefecture/Designated City Meeting.

If you would like more information about transportation, please speak with your contracting organisation directly.

***Sending baggage from the airport to your contracting organisation is not free. You do not have to pay at your time of arrival, but you will be billed by the travel agency in late September. Please make prompt payment upon receiving the bill.**



Many JET Programme Participants travel from Tokyo to their contracting organisation by airplane. In Japan, domestic flights usually have a 15-20kg baggage weight limit. This means that even though baggage was not over weight for your flight to Tokyo, you may have to pay excess baggage fees for your domestic flight. Keep this in mind, and try to pack as lightly as possible.



1.4.2. Sending Baggage

To minimise the baggage you bring with you to Japan, please have personal belongings (winter clothing, etc.) and bulky items (bicycles, surfboards, ski equipment, etc.) sent to you in advance or after you arrive in Japan.

Methods of Delivery

- You can send baggage by airmail or surface mail but services vary from country to country, so please enquire at your local post office.
- You can also use international delivery services in many countries. If you have an international delivery service near you, please consult with them.

Note: Please do not send any baggage directly to the airport as there will be no time to collect it.

1.4.3. Customs

The following categories of goods are exempt from tax. Please check these carefully beforehand.

- Articles for personal use
- Baggage you are bringing to Japan with you (personal effects), and baggage sent to you (unaccompanied articles) within 6 months of your arrival in Japan. If you have both personal effects and unaccompanied articles then the total for both will be calculated.

Note: Please check the Japan Customs website for more information (www.customs.go.jp/english/)

1. For those exceeding the duty-free allowance limits
It is necessary for all persons entering Japan to submit a Declaration of Personal Effects and Unaccompanied Articles declaration form. This form can be obtained on the airplane or at airport customs. Once you have filled out the Declaration of Personal Effects and Unaccompanied Articles declaration form, please proceed to the area titled “taxation”. Check with your airline or travel company about exact taxation amounts.
2. For those within the duty-free allowance limits that have unaccompanied articles
Be sure to complete a Declaration of Personal Effects and Unaccompanied Articles declaration form and receive an official customs stamp. Following this, please proceed to the area titled “tax exemption”.
3. For those within the duty-free allowance limits that do not have unaccompanied articles
Complete a Declaration of Personal Effects and Unaccompanied Articles declaration form and proceed to the area titled “tax exemption”.

1.4.4. Money to Bring to Japan

It is recommended that you bring cash or traveller’s cheques in Japanese yen (¥) as you will not have time to go to a bank to exchange money until you arrive at your contracting organisation.

You will most likely receive your first month’s remuneration during your month of arrival, or, in some cases, the following month. The timing you will receive your remuneration varies depending on your contracting

organisation. An adequate amount of living expenses in cash or traveller's cheques is essential to see you through until your first payday. It is recommended that you bring cash for daily expenses, including meals, utilities, rent, a deposit and key money (*shikikin* and *reikin*, respectively) for an apartment, etc. Please promptly confirm with your contracting organisation in regards to the amount you should bring.

Traveller's cheques can be exchanged at most banks, though some contracting organisations may not be near a large bank. In this case, please ask your supervisor to help you exchange money before you arrive at your contracting organisation. Remember that, if you need to cash traveller's cheques issued in currencies other than yen, you will need to go to the nearest large bank.

If necessary, be sure to enroll ahead of time in services provided by your bank in your home country which allow you to withdraw money overseas. Before coming to Japan, be aware of your remaining balance, as well as any daily or monthly withdrawal limits, and any fees to be incurred.

Credit cards are not used frequently in rural areas. Ask your contracting organisation how much money you should bring with you, since you may be required to pay a deposit (*shikikin*) and other fees for your apartment upon arrival.

1.4.5. Expenses

Your contracting organisation and/or CLAIR will pay for the following expenses:

(Note: Some JET Programme Participants may be asked to pay the following costs in full with a reimbursement from their contracting organisation at a later date. Please confirm this with your contracting organisation in advance.)

- Airfare from your designated international departure airport to Japan. This includes any airport service and fuel charge, which may be levied at your departure airport.
- Transportation from the airport to the Post-Arrival Orientation venue.
- Your accommodation, breakfast, and lunch for the Post-Arrival Orientation. Dinner is not included.
- Transportation from the Post-Arrival Orientation venue to your contracting organisation.

If you fail to comply with the Terms and Conditions, and the schedule of the JET Programme, or withdraw from the JET Programme before completion of your term of appointment, you will be required to pay the above expenses.

In particular, if you withdraw from the JET Programme after arrival in Japan without a valid reason, you must repay the above expenses.

The following expenses are the JET participant's responsibility:

- Excess baggage charges
- Shipping of baggage (from the airport to your contracting organisation)
- Meals on the day of arrival
- Evening meals during the Post-Arrival Orientation (however, a free buffet dinner will be prepared at the Welcome Reception)
- Miscellaneous charges: room service, beverages, telephone charges, etc. at the hotel
- Expenses of family members accompanying the participant (airfare, hotel expenses and transportation)

1.4.6. Clothing

The climate in Japan varies according to the region and the season, but generally, summers are very hot and humid, while winters are very cold (buildings can be far less insulated than in many western countries). Rainy season usually falls in June.

You can buy all types of clothing. However, they may be more expensive than in your home country, and bigger sizes may be limited outside of large cities. In particular, you might find it difficult to find larger sizes of shoes and underwear, so bring enough if needed.

Post-Arrival Orientation Attire

You may dress comfortably and casually for the flight to Japan and on the day of arrival. However, you are expected to wear attire appropriate for business meetings during the Post-Arrival Orientation (business suit with tie for men, and a business suit with a jacket for women). On the first night of the Post-Arrival Orientation there is a welcome reception at the hotel. Therefore, please pack appropriate work attire in the baggage you will bring to the hotel. Jeans, T-shirts, sandals, sneakers and other casual wear are not appropriate.

Work Attire

Appearance is taken very seriously in Japan. In particular, your appearance will help you form first impression, so it is important to dress professionally. What is acceptable may vary from workplace to workplace, but please avoid wearing certain clothes until you have an idea of what is expected or considered acceptable. At first, suits and ties for men, and suits etc. for women are advisable.

1.4.7. Medication, Medical Products, Cosmetics and Medical Equipment

1) Allowable Limits to Bring or Ship to Japan

The following limitations apply to any medication, quasi-drugs or cosmetics etc. for personal use that you would like to bring or have sent to you during your stay in Japan.

Medication/ Quasi-drugs	Up to a two-month supply <ul style="list-style-type: none"> However, the limit for prescription medication (including birth control pills) is up to a one-month supply Up to 24 items of each medication/product such as cream, eye drops, antiperspirant, sanitary items, toothpaste containing fluoride, etc.
Cosmetics	Up to 24 items of each product
Medical Devices	One set (products intended for household use only)

These items may not be sold or given to another person. A prescription or documentation from your physician may be necessary if you are bringing psychotropic medication, whether or not the amount you bring exceeds the allowable limits above. Please refer to the website of the Japanese Ministry of Health, Labour and Welfare (<https://kouseikyoku.mhlw.go.jp/kantoshinetsu/shinsei/matori/keitai.html>) if you have any questions, and follow any designated procedures.

Note 1: Medication readily available over the counter in your home country may be illegal in Japan, and therefore you will not be able to bring them into Japan e.g. stimulants (medicines containing Cocaine, Amphetamine, Methamphetamine, Morphine, Oxycodone, Hydrocodone, etc.), and narcotics (Morphine, Oxycodone, Hydrocodone). Some associations such as the American Epilepsy Society have listings of comparable medications sold in or legal for import to Japan. Please consult with your family doctor.

Note 2: As a rule, syringes and related medication, excluding injections for personal use such as insulin etc., will not be allowed.

2) Bringing Quantities over the Allowable Limit

If you intend to bring more medication than the allowable limit, you are required to obtain permission from the MHLW, Kanto-Shin'etsu Regional Bureau of Health and Welfare in the form of a *Yakkan Shoumei* Certificate.

3) Having Quantities Over the Allowable Limit Sent to You

In order to have quantities over the allowable limit sent to you, you must follow the procedures outlined below. **Please note that psychotropic medication cannot be sent to Japan.**

1. Have a doctor in your home country write a prescription or a doctor in Japan prepare documentation (forms without the required amount detailed on them cannot be accepted).
2. Have the exact amount of medication written on the prescription sent from abroad.

3. If your medication is withheld by airport customs, it is necessary to acquire a *Yakkan Shoumei* Certificate. A notification from customs will be sent to you, so please submit the relevant documents to the MHLW. If there are no problems, the MHLW will stamp the certificate and send the relevant part back to you. You should then send this back to customs. Once customs receives your validated *Yakkan Shoumei* Certificate, they will release the medicine. (However, you may have to pay storage charges etc.)

Note : Please bear in mind that there is a possibility of your application being denied. Be sure to have all your application documents in order, and be prepared to make alternative arrangements (such as finding a comparable medication in Japan) should your application be denied. If your application is denied, it will be your responsibility to pay for any costs related to sending the medication back etc. otherwise it will be disposed of.

4) If your Prescription Runs Out

If your prescription runs out, please follow the procedures below. Please note psychotropic medication cannot be sent to Japan.

Method 1: Take the prescription written by a doctor in your home country to a doctor in Japan and request they write you a new prescription for an equivalent medication available in Japan. You should then be able to buy the equivalent medication in Japan.

Method 2: Have a one-month supply sent from home each month. This does not require any special procedures.

Note: If you are having more than a one-month supply shipped to you, or require medical devices such as syringes, please refer to the previous section, “(3) Having Quantities Over the Allowable Limit Sent to You”.

5) How to Apply for a *Yakkan Shoumei* Certificate

If you need to apply for a *Yakkan Shoumei* Certificate, applications should be sent by post or email to the MHLW, Kanto-Shin'etsu Regional Bureau of Health and Welfare. **Please submit applications and all relevant documents to the MHLW as soon as possible.** Depending on the number of applications waiting to be processed, it may not be possible to obtain your certificate in time if submitting documents by post or email on a date later than 3 weeks before your departure. The address and email address for the MHLW is as follows:

Note: The above estimate is in the case of using EMS for outgoing and return mail. Please take into consideration the extra days for mailing if using normal post. It is recommended to use EMS for both outgoing and return mail.

Pharmaceutical Inspector (JET Programme)
Section of Inspection and Guidance
Kanto-Shin'etsu Regional Bureau of Health and Welfare
Ministry of Health, Labour and Welfare
Saitama-Shintoshin Godochosha 1, 7th floor
Shintoshin, Chuo-ku, Saitama City
Saitama Prefecture, JAPAN 330-9713
Email address: yakkan@mhlw.go.jp

<Application Process>

- ① Prepare the *Yakkan Shoumei* Certificate application forms.
- ② Send application forms by post or email to the MHLW. (If you apply by email, please attach all documents in PDF format and send it under the following subject line, [JET - JET NO. - your name].)
- ③ A *Yakkan Shoumei* Certificate will be distributed by the MHLW by post or email.
- ④ Submit your *Yakkan Shoumei* Certificate to customs on your arrival to Japan.

<Application Forms and Relevant Documents>

- A. Import Report of Medication (Write down your JET NO. in the “note” section. List all medication you are applying for on 1 form. If you require extra space, please write “attached separately” and list all medication on a separate page.)

<Application by post> Include 2 copies. One of these will be authorized and returned to you.

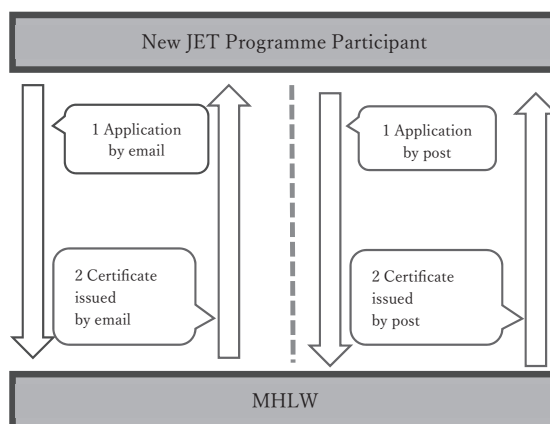
- <Application by email> Please scan the form with your hand-written signature in PDF format.
- Explanation of (Pharmaceutical) Products (for each medication)
 - Copy of a prescription for each medication with a doctor's signature. (For medications with no prescription, please include a medical certificate indicating the necessity of the medication.)
 - Document indicating Arrival Date and Airport (a copy of your flight ticket, a flight schedule, or booking confirmation. In the case you are unable to obtain one of the above documents in time, it is possible for the Embassy or Consulate of General of Japan to provide documentation proving your status as JET participant, including your name, arrival date and airport (when already designated).
 - <Application by post> A return envelope with the address written where you wish the certificate to be sent, with an international reply-paid coupon of the appropriate postage value pasted on the outside of the envelope.

Note 1: The Import Report of Medication and Explanation of (Pharmaceutical) Products are available on the MHLW website (<https://kouseikyoku.mhlw.go.jp/kantoshinetsu/iji/bana-warifuri.html>).

Note 2: Refer to Appendix 2 at the back of this handbook for more information on how to complete applications or use the example on the MHLW website (refer to the URL in Note 1).

Note 3: Please type or clearly write your application forms. In the event that they are illegible, it may not be possible to contact you in the case of any problems with your application, and they may not be approved by the time of your departure to Japan.

Note 4: In the case you are unable to obtain a *Yakkan Shoumei* Certificate, please bring medication within the allowable limit with you (please bring a copy of the prescription(s)) and arrange for any further medication to be sent to you after you arrive in Japan (refer to “3) Having Quantities over the Allowable Limit Sent to You”). Please note that if you bring medication over the allowable limit into Japan without a *Yakkan Shoumei* Certificate, the amount exceeding the limit will be confiscated at customs.



1.4.8. Other

Contraceptives

- The birth control pill is available in Japan. However, birth control is a prescription medication in Japan and therefore a complete check at a gynaecologist and a prescription is required. If you intend to bring your own, please see “1.4.7 Medication, Medical Products, Cosmetics and Medical Equipment”.
- If you have a brand of condom you prefer, you may want to bring your own supply.

Contact Lenses

- Contact lens solution, soft lenses, hard lenses, and disposable lenses are available in Japan.
- Japan Customs only allows up to two months' worth of disposable lenses to be imported at a time. If you plan on importing more than 2 months' worth of disposable lenses, please see “1.4.7 Medication, Medical Products, Cosmetics and Medical Equipment”.

Vaccinations

Vaccinations are not necessary for entry into Japan.

Teaching Materials

It is recommended that JET Programme Participants bring items related to their country or region, such as maps,

coins, pictures or videos of daily life that are very useful when doing self-introductions and other lessons.

Presents (*Omiyage*)

- Bringing gifts for your contracting organisation, workplace or for people who assist you is a nice gesture. However, it is not necessary to bring expensive gifts. It is customary in Japan to give a box of snacks or a gift to the group/department etc. to be shared among the members, however giving small gifts to individuals is also a viable option.
- Gift Ideas:
Box of chocolates/cookies, photo book of your country, tie clips, badges, scenic calendars, sweets, key chains, stickers (especially for students), etc. Wrap individual gifts or buy small bags to put them in.

Other

- 1) Toothpaste
Japanese toothpaste does not contain the same levels of fluoride as those sold in many foreign countries.
- 2) Cosmetics/Deodorant
Your favoured product may not be sold in Japan.

1.4.9. Items Not to Bring

Illegal Items

By law, it is illegal to bring or import the following items listed below:

- Drugs such as cocaine, heroin, stimulants, marijuana etc.
- Hand pistols, firearms, ammunition and related items
- Counterfeit currency, bonds etc. forged materials and imitation replicas
- Pornographic magazines or videos, and books, drawings and carvings that cause offense.
- Items which infringe upon intellectual property rights

The following items cannot be used in Japan

- Electronic devices that do not run on 100 volts and 50Hz (East Japan) or 60 Hz (West Japan)
- Video cassettes and DVDs that are not compliant with the National Television System Committee
- DVDs using different region codes (Japan is region code 2 for DVDs)

Pets

Please do not bring pets with you to Japan. Many apartment buildings in Japan prohibit keeping animals. In addition, Japanese quarantine procedures at airports and ports are very strict. Quarantine may be extremely long, during which time the burden and cost of looking after the animal can be very high.

1.5. Bringing Non-JET Spouses or Children

All travel costs and arrangements for non-JET spouses or children (hereinafter referred to as “dependents”) are the JET Programme participant’s responsibility. It is crucial that you communicate with your contracting organisation in advance and share any necessary information with the Embassy or Consulate General of Japan, and/or the travel agency, in order for arrangements to proceed smoothly.

Note: Please be aware that there are few international schools outside of the major cities and childcare services are limited and may not be available in all areas. It is the responsibility of the JET participant to research any services or facilities they may require for their dependent.

1) Passport/Types of Visas

Ensure that all members have their own valid passports.

Dependents coming to Japan who have a legal relationship with and are financially dependent on the JET participant must apply for a Dependent Visa. This is regardless of whether or not they travel with you to Japan or arrive later. However, when a dependent will only reside in Japan temporarily, they must apply instead for a Short-Term Stay Visa. The JET participant and their dependent are responsible for verifying all documents related to the visa appropriate for their situation, and for the application of their visa.

If a JET Programme Participant has a Japanese spouse, they are able to apply for a Spouse of Japanese National Visa. If a participant lives in Japan with a Status of Residence as Spouse of Japanese National, they are able

to perform the applicable duties of an ALT (Instructor), CIR (Engineer/Specialist in Humanities/International Services), or SEA (Skilled Labour). Please contact the Embassy or Consulate General of Japan in your home country for more information.

Note 1: Please be aware that a Dependent Visa will only be issued to a dependent (classified as either a spouse or child) that has a verified legal relationship to the JET participant as established under Japanese law. Parents and siblings, de facto (common law) partners, fiancé(e)s, girlfriends, boyfriends, are not eligible for this kind of visa.

Note 2: Some countries are exempt from the Short-Term Stay Visa. For more information please check with the Embassy or Consulate General of Japan in the country that the dependent resides in.

2) Applying for a Dependent Visa

For a dependent that is required to apply for a Dependent Visa, information regarding the application procedures is provided below. Please be sure to contact the Embassy or Consulate General of Japan, and your contracting organisation as soon as possible.

- ① Inform your contracting organisation of your family details as soon as possible. Many JET Programme Participants move into the apartments occupied by their predecessors. In some cases, these may not be large enough for a family. Please liaise closely with your contracting organisation to ensure that the size of your apartment is understood clearly (photographs may be useful). Remember to include information regarding your family's arrival so that any necessary travel arrangements can go smoothly.

Note: The contracting organisation's responsibility is with the JET participant only. It is at the discretion of the contracting organisation as to the amount of assistance they can offer your family.

- ② Inform your contracting organisation of the following information of each dependent for whom you will bring before applying for a visa: The dependent's name (alphabet), relationship to you, gender, date of birth, nationality, and the name of the Embassy or Consulate General of Japan that each dependent will submit their application to.
- ③ Each dependent should submit their visa application to the same Embassy or Consulate General of Japan that your contracting organisation was informed of in ②. At the time of submission please inform the Embassy or Consulate General of Japan that the person applying is a dependent of a JET Programme Participant. On your application form, the Purpose of Visit will be as Dependent and the duration of stay will be the same as the JET Programme participant. The dependent(s) must enter Japan within three months of obtaining the visa.
- ④ The JET Programme Participant or their dependent(s) should verify the necessary documents for application and submit one set per dependent to the Embassy or Consulate General of Japan that they plan to submit the application to.

Example of documents for a Dependent Visa:

- Passport
- Photograph
- Application for Dependent Visa
- Document proving legal relationship (marriage certificate, birth certificate, etc.)
- Copy of the JET Programme Participant's passport or Residence Card.

3) Applying for Visas other than the Dependent Visa

In the case where a visa other than Dependent Visa is required, the JET Programme Participant and their dependent must verify all required documents and carry out application procedures by themselves. Regardless whether or not the dependent(s) will be financially dependent on the JET Programme Participant, please consult with your contracting organisation as outlined in 2) Applying for a Dependent Visa ①.

4) Medical/Health Insurance for Dependents

Dependents can be included in the JET Programme participant's mandatory health insurance policy. Please consult with your contracting organisation for details as soon as you arrive. However, the JET Programme Participant's dependents are not covered by the JET Accident Insurance Policy. Please refer to "2.2 Insurance" for more details and information regarding other policies.

5) Child Welfare Payments (*jidō teate*)

Residents of Japan are able to apply for monthly child welfare payments. For details, please consult your local government office.

6) Post-Arrival Orientation

For the following reasons, CLAIR strongly recommends that JET Programme Participants do not bring their dependents to the Post-Arrival Orientation, but make arrangements for them to arrive at a later date:

- ① The Post-Arrival Orientation begins immediately after arrival, during which you will not have time to look after your family.
- ② Dependents may not participate in workshops and lectures at the Post-Arrival Orientation or the Prefectural Orientation, and CLAIR cannot make arrangements for them.
- ③ Babysitting services at the hotel may not be available and the cost can be very high.
- ④ If you arrive in Japan together with family, you may be forced to choose between your family and opportunities to interact with other JET Programme Participants. The orientation offers a unique chance to meet people, including those who reside near your area, which will ultimately create more opportunities for both you and your family.

If it is absolutely impossible for your dependent(s) to arrive in Japan later, please make the following arrangements in advance. All airfares, accommodation, and domestic transportation expenses for dependents will be borne by the JET Programme Participant. Please note that it may not be possible to accommodate your situation if you do not contact the travel agency and your contracting organisation well in advance, or submit any related documents late.

- ① If you wish for your dependent(s) to accompany you to Japan, please fill out the relevant sections on the Post-Arrival Orientation Booking Form that you will receive from the travel agency, and submit it by the deadline.
- ② Dependents may accompany you on the bus to the hotel (for a fee) but you must organise this with the travel agency prior to arrival.
- ③ If you require accommodation for your dependent(s) at the hotel, please fill out the relevant sections on the Post-Arrival Orientation Booking Form that you receive from the travel agency, and submit it by the deadline.
- ④ If you require travel arrangements for your dependent(s) to accompany you to your contracting organisation, please notify your contracting organisation as soon as possible.

The initial period immediately following arrival in Japan is extremely busy for JET Programme Participants. We strongly recommend that you allow at least one to two weeks to settle in and establish a comfortable daily rhythm before your family arrives.

Q. Can my spouse work on a Dependent Visa?

A. Dependents are not legally able to work on a Dependent Visa. However, if your spouse applies for and is granted Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted (*shikakugai katsudō kyōka*), they may work allowing that their work hours are a maximum of 28 per week (i.e. part-time) and they do not engage in work in the sex/entertainment industry.

The application is handled at regional Immigration Bureau of Japan offices and may have separate limitations, so please enquire at your regional Immigration Bureau of Japan. After submitting the required documents (e.g. application form, employment contract etc.), a decision will be made based on this application. There is a possibility that permission will not be granted and it is not possible to work until the application is approved and permission to work is granted.

Please note that this permission to engage in other activities is limited to activities that do not conflict with the conditions of the Dependent Visa, and so your spouse will need to change their Status of Residence in order to work full-time.

Furthermore, it is possible that work may not be available and JET Programme Participants should not expect CLAIR or their contracting organisation to help the spouse find work. If you feel it is necessary for your spouse to work in order to support yourself and your family, you should reconsider your participation on the JET Programme.

Chapter 2:

Appointment, Insurance, Taxes,
Reappointment, and Status of Residence

第2章 任用、保険、税金、再任用、在留資格

2.1. Appointment

The most important paperwork JET Programme Participants receive from their contracting organisation is their JET Programme Terms and Conditions (hereinafter referred to as Terms and Conditions).

Note: This section is based on the Terms and Conditions for JET Programme Participants working as local government employees. For JET Programme Participants working at private schools, while the use of certain terms and words may differ, there is no difference in the meaning or conditions (e.g. appointment → employment, etc.).

Terms and Conditions for JET Programme Participants are similar to those of regular Japanese public employees combined with parts of a typical salaried employee's contract. In addition to this, other changes are included to suit the JET Programme. For example, remuneration, return airfare and some of the special leave clauses are unique to the JET Programme Terms and Conditions.

Make sure to bring your Terms and Conditions with you to Japan. Moreover, you may be liable for paying the travel expenses to Japan and the cost of your hotel stay if you withdraw from the Programme after your arrival in Japan.

While contracting organisations appoint JET Programme Participants based on the Terms and Conditions, they also incorporate employment conditions specific to that contracting organisation. Therefore, Terms and Conditions for each JET participant may differ.

2.1.1. Terms and Conditions

- Read your Terms and Conditions thoroughly. Unlike a regular employment contract, the Terms and Conditions are designed for JET Programme Participants and some articles may specify activities beyond those of the workplace. Read your Terms and Conditions before you come to Japan, and bring them with you. Take further time to read the actual Terms and Conditions and compare them to the copy you were sent before you sign the Statement of Agreement. Please refer back to your Terms and Conditions whenever you have a question about your work duties.
- The Terms and Conditions contain provisions which protect the JET participant and the contracting organisation. It is an agreement between the JET participant and the contracting organisation, and the various articles address situations in writing in order to avoid misunderstandings. Sometimes, JET Programme Participants assume that the Terms and Conditions are made to restrict them and do not recognise the clauses that protect them. It is important to understand that the Terms and Conditions are established to protect both the contracting organisation and the JET participant.
- When you and your contracting organisation sign the Japanese and English Terms and Conditions, both documents become your official working contract. The English version is based on the Japanese version.

2.1.2. Overview of the JET Programme Terms and Conditions

The following overview is based on the proposed Terms and Conditions sent by CLAIR to contracting organisations. However, as the exact content of your Terms and Conditions are decided by your own contracting organisation, the content of your Terms and Conditions may not be exactly the same.

General Rules

There are many set terms defined in the Terms and Conditions, such as JET participant, ALT, CIR, SEA and supervisor. You will already be familiar with the meanings of most of these, but the definition of “supervisor” in particular deserves special attention.

The meaning of “supervisor” (*shozokuchō*) is defined as the head of the organisation in which the JET participant is posted. This person is responsible for the workplace overall. There is another person who is referred to as your *tantōsha* in Japanese. When you arrive, you will probably be introduced to your *tantōsha*, a person at your school or office who will look after your work affairs and may assist you with other affairs outside of work upon request. This is not the person defined as the supervisor in the Terms and Conditions. Please make sure you understand the difference between your *shozokuchō* and your *tantōsha*.

2.1.3. Contents of the Terms and Conditions

When the Terms and Conditions say that you need your supervisor’s approval (e.g. to take certain days as paid leave), be sure you have received your *shozokuchō*’s approval (not just your *tantōsha*’s approval), before you proceed with any plans (for example, making reservations for a flight)

1) Duties

Your duties are listed as a JET participant, and these will vary between contracting organisations. The Terms and Conditions usually include in your duties a phrase like “any other duties specified by the Supervisor,” but this should not alarm you. This is typical of most employment Terms and Conditions in Japan and allows your supervisor to ask you to join the other teachers and students during school clean-up time, for example, without having to rewrite your Terms and Conditions.

2) Period of Participation

The period of participation begins on the day after you arrive in Japan and usually ends one year later, unless you are one of the following arrivals:

- ALT/CIR
12 April (Sunday) 2020
Group A arrivals on 9 September (Wednesday) 2020 or Group B arrivals on 13 September (Sunday) 2020
- SEA
13 September (Sunday) 2020 arrivals

Note: This schedule is later than previous years due to the 2020 Tokyo Olympics and Paralympics.

This excludes Intermittent Arrivals.

Please note that in Japan, many things are based on the fiscal year, which runs from April to March of the following year. For this reason, you may receive multiple appointments throughout your period of participation.

The length of appointment is the length of time you are appointed by your contracting organisation and refers directly to the period of participation outlined above.

Due to a revision in the law relating to local government employees, the system under which they are appointed will be changed as of 1 April 2020. This date will mark a point of separation in your length of appointment, the first and second half each with its own set of rules.

Furthermore, it may be necessary to undergo multiple appointment procedures during a single length of appointment due to the timing of Japan’s fiscal year (1 April to 31 March of the following year).

3) Remuneration and Other Financial Compensation

You are guaranteed a pre-tax remuneration of approximately ¥3.36 million for your first appointment, ¥3.6 million for your second appointment, ¥3.9 million for your third appointment, and for those regarded as exceptional JET Programme Participants and appointed for a fourth and fifth year, ¥3.96 million for each year. Participants will pay for Japanese income and resident taxes from this remuneration.

From your remuneration, you must pay for your health insurance, employment insurance and the pension plan. All JET Programme Participants must be enrolled in these insurance and pension plans, and are required to pay part of the costs. Usually this will be deducted before you receive your remuneration. In general, your rent, commuting expenses, household furniture and appliance purchases, utilities, and so on are your own responsibility, but this may vary between contracting organisations.

Your remuneration is paid on a predetermined day of the month according to the regulations of your contracting organisation.

When you have to travel for mandatory JET-related conferences or other official business for your contracting organisation, you may be reimbursed according to local procedures. In many cases, this payment is made after the travel is completed.

Your return airfare is also covered in this section. Please note that return airfares are only given to participants who complete their contracted period of participation on the JET Programme. If you leave part way through, your return airfare will not be compensated. The airfare is intended for JET Programme Participants who return to their home country after their Status of Residence expires upon completion of their period of participation as a JET participant. Thus, a return ticket is not provided to those JET Programme Participants who obtain work in Japan within one month of completing their period of participation, or who do not leave Japan within one month of completing their period of participation. Return airfare is not intended to be a reward for being on the JET Programme, nor to prohibit JET Programme Participants from coming back to Japan to work in the future.

4) Work Hours, Holidays, Leave and Additional Leave

Your work hours are set at 35 hours per week. ALTs and CIRs usually work Monday to Friday; SEAs often have at least one weekend day in their weekly work schedule. On special occasions when you have to work outside of these days and hours, a system of compensatory days off is outlined.

Since yearly paid leave for local government employees is determined by local regulations, the number of days JET Programme Participants receive varies according to contracting organisation. Be prepared for the fact that JET Programme Participants you meet working in other contracting organisations may receive more vacation days than you.

You would not expect living and working conditions to be the same in all parts of your home country, so do not assume that any differences between the prerequisites in your Terms and Conditions and those of others are because your contracting organisation does not value you as much. Such differences are almost always due to local personnel practices, economic conditions, budgetary procedures, and set precedents in that area.

With regard to leave from work, this section also commonly states: *Any other time the Supervisor deems there is a special need, for the period of time the Supervisor deems necessary.* For example, some Supervisors may grant their JET Programme Participants special leave to take care of matters such as extending the Period of Stay. Keep in mind, however, that even for such procedures, whether JET Programme Participants may receive special leave or must use their paid leave is up to the discretion of the Supervisor. Application of this clause is extremely rare, and only in cases of unavoidable special needs. In order to avoid misunderstandings, it is suggested that you confirm in what kind of situations special leave may be granted with your supervisor before starting your work duties at your contracting organisation.

Finally, this section covers situations in which you may be prohibited from working.

5) Office Regulations

This explains the responsibilities, regulations, and restrictions outlined in the Terms and Conditions.

6) Discipline

This explains how violations of your Terms and Conditions are dealt with.

7) Local Public Servants' Accident Compensation Ordinance, etc.

This explains the compensation systems covering a JET participant in case of work-related accidents and casualties.

<Reference>

Terms and Conditions

Please bring a copy of your Terms and Conditions to Japan and keep it somewhere easy to find. Each prefecture, municipality, or school, etc. has its own policy regarding travel expenses, accommodation, vacation days, etc.

Please remember that travel and accommodation expenses, and vacation days, etc. may differ from other JET Programme Participants working for different contracting organisations.

Your Employer is Your Contracting Organisation

Remember that you are an employee of your contracting organisation, not CLAIR or the JET Programme. Please be sure to review the Terms and Conditions that you receive. (You may receive more than one set of these during your length of appointment.) You are asked to sign a letter of acceptance to the JET Programme before you arrive in Japan which indicates that you have read and understood the Terms and Conditions of your employment. Once you begin your length of appointment, you will be asked once again to accept and sign the same Terms and Conditions.

In principle, the period of participation on the JET Programme is one year, as is the length of appointment with contracting organisations. However, you may be offered reappointment by your contracting organisation. If you are offered reappointment, your contracting organisation may ask you to make your decision a few months after arriving in Japan due to budgetary reasons. Though your employer and co-workers may assume that you will be staying, the decision to accept or deny reappointment is ultimately yours, so make your decision carefully.

Period of Participation and Length of Appointment

“Period of participation” refers to a term used throughout the application process that describes the particular period of time that you participate on the JET Programme, beginning on the day after you arrive in Japan and lasting for one year.

“Length of appointment” refers to the period of time you are appointed (employed) by your contracting organisation. JET Programme Participants who are appointed by local government authorities may see this period separated into two halves.

Due to upcoming changes in the Japanese law, the Terms and Conditions for the second half of your term may differ from the first half. Therefore, you may be required to undergo multiple appointment procedures (e.g. contract signing) during your length of appointment.

For JET Programme Participants who are appointed by private schools, the distinction between “period of participation” and “length of appointment” may be purely nominal.

For any further clarification, please consult with your contracting organisation supervisor.

Holidays

In your country, it may be common to use your paid leave whenever you like and to take long holidays. However, this is not the case in Japan where the majority of Japanese workers do not take the total amount of holidays allotted during the year.

It is also common practice in Japan to take paid leave for a cold or other slight illness, and it may not be easy to take sick leave (*byōkyū*).

Such difference in opinion in regards to the use of paid leave, can be a source of conflict between the JET participant and their contracting organisation. JET Programme Participants are naturally entitled to take full advantage of the vacation time stipulated in their Terms and Conditions, but it is also important to discuss its timing and duration with your contracting organisation, as they also have their own considerations involving your work duties.

However, in order to prevent such conflicts it is essential that you ask early in the year for a clear explanation, and fully understand the types of leave and the necessary procedures (necessity of asking for permission in advance, types of documents necessary to take sick leave, etc.), as well as finding out which period is least desirable for taking leave (e.g. during school events).

Before taking holidays, not only discuss the timing and duration of the requested leave with your supervisor, but also obtain the permission of your contracting organisation. If it is deemed that the leave would interfere with work duties, as written in the Terms of Conditions, the contracting organisation has the right to change the timing of the requested leave.

In CLAIR’s proposed Terms and Conditions, it is recommended that a fixed number of paid holidays not used during one appointment year be carried over into the next year if a JET participant is reappointed. However, any paid holidays carried over from the previous year must be used in the following year.

If you work at a school, please keep in mind the school’s holidays. Schedules differ between regions and contracting organisations, but in general, the school year begins in April, summer holidays run from late July until the end of August, winter holidays are from late December into early January and spring holidays are from the end of March into early April. It may be difficult to take long periods of paid leave outside of these designated holiday periods. If you plan on taking more than a few consecutive days of paid leave, please consult with your contracting organisation in advance.

2.2. Information for Intermittent Arrivals

Intermittent Arrivals refer to JET Programme Participants who arrive in Japan on a date other than one of the designated arrival dates detailed below.

The first period of participation for Intermittent Arrivals is typically shorter than one year. The following information is regarding the main differences between Intermittent Arrivals and other JET Programme Participants.

1) Arrival Dates

JET Programme Participants typically arrive on the following designated arrival dates. Intermittent Arrivals arrive in Japan on a different designated schedule than below.

- 1 ALTs/CIRs
April arrivals Sunday, 12 April 2020
Summer arrivals Wednesday, 9 September (Group A) or Sunday, 13 September 2020 (Group B)
- 2 SEAs
Sunday, 13 September 2020

2) Period of Participation

The period of participation for Intermittent Arrivals is as follows:

1. The period of participation for ALTs and CIRs from China, Korea, Brazil, and Peru will start on the day after they arrive in Japan until 12 April, 2021 (finishing at the same time as other April arrivals of their arrival year).
2. The period of participation for ALTs and CIRs from other countries that arrive before summer arrivals will be for a one-year period starting on the day after they arrive in Japan.
3. The period of participation for all other ALTs and CIRs will start on the day after they arrive in Japan until 1 August, 2021 (finishing at the same time as other Group B arrivals of their arrival year).
4. The period of participation for SEAs will start on the day after they arrive in Japan until 22 August, 2021 (finishing at the same time as other SEA participants of their arrival year).

3) Remuneration and Tax etc.

Annual Remuneration

The amount of annual remuneration for the first period of participation for JET Programme Participants is approximately 3.36 million yen, however in the case that a participant's first period of participation is shorter than one year, remuneration will be less than that stated above.

Please be aware that in some cases, the timing in which remuneration amounts change for Intermittent Arrivals may differ from that of typical JET Programme Participants.

Pension: Lump-sum Withdrawal Payment

The amount of pension refund that can be claimed depends on the total time spent on the Programme and might therefore differ from that of other JET Programme Participants.

Home Country Taxes

Taxation responsibilities in your home country may differ depending on your period of participation. It is important for you to confirm your taxation responsibilities with the tax office in your home country before you come to Japan.

4) Orientations and Post-Arrival Schedule

Pre-Departure Orientation

Intermittent Arrival participants may not have the opportunity to attend a Pre-Departure Orientation. Please communicate with the Embassy or Consulate General of Japan in your home country for information about pre-departure.

Post-Arrival Schedule

After arriving in Japan, JET Programme Participants will stay at a designated hotel. Please be aware that JET Programme Participants are not able to change rooms or hotels, nor permitted to make private accommodation arrangements.

In principle, staff will be ready to pick up and guide JET Programme Participants at their arriving airport(s), so please follow their instructions on arrival.

The morning after arriving in Japan, Intermittent Arrival participants will attend the Post-Arrival Orientation at CLAIR offices and will depart for their contracting organisation (s) in the afternoon following the orientation.

Post-Arrival Orientation for Intermittent Arrivals

Post-Arrival Orientation for Intermittent Arrivals is hosted by CLAIR and takes place the day after arrival in Japan. Attendance at the Post-Arrival Orientation is mandatory. Even if you have previously participated on the JET Programme, please attend the entire orientation.

The purpose of the Post-Arrival Orientation is to provide a basic introduction to life and work while on the JET Programme. The Post-Arrival Orientation for Intermittent Arrivals includes the following:

1. An overview of essential information related to the JET Programme.
2. An explanation of important and necessary knowledge to help JET Programme Participants perform their work duties.

JET Programme Participants will be required to study certain materials before departure for Japan, such as handouts and videos from past Post-Arrival Orientations, in order to better equip themselves for life and work in Japan.

2.3. Insurance

CLAIR takes no responsibility for the accuracy of the information contained herein, nor will CLAIR accept responsibility for any financial loss incurred or any legal action taken against anyone (whether or not they are associated with the JET Programme) as a result of information contained in or omitted from this article. Please contact your nearest Social Insurance Office for the most up-to date details.

All JET Programme Participants are covered under four types of insurance:

- 1) Employees' Health Insurance/Private School Mutual Aid (Short-Term Benefits)
- 2) Employees' Pension Insurance/Private School Mutual Aid (Long-Term Benefits)
- 3) JET Accident Insurance
- 4) Employment Insurance

Note: JET Programme participants working at private schools will be covered by Private School Mutual Aid.

All JET Programme Participants must enrol in social insurance as required by the Japanese government. All part-time employees working for public organisations, regardless of nationality, are required by law to be insured under both the Employees' Health Insurance (Zenkoku Hoken Kyōkai Kanshō Kenkō Hoken) and Employee's Pension Insurance (Kōsei Nenkin Hoken) policies (Private School Mutual Aid for JET Programme Participants working at private schools). Costs may vary depending on the prefecture or system, however, the JET participant pays half of the combined premiums and the contracting organisation pays the remainder. Please note that none of the insurance policies stated above covers personal belongings, even in the event of a natural disaster.

2.3.1. Employees' Health Insurance/Private School Mutual Aid (Short-Term Benefits)

You will receive your health insurance card from your contracting organisation shortly after you arrive. It is important to carry this card with you. Ask your doctor or clinic if they accept this type of health insurance prior to your visit.

The following information has been collated from the websites and other resources of the Japan Health Insurance Association and the Private School Mutual Aid.

1) Benefits for the Insured

70% of medical expenses are covered for illness and injuries. You are responsible for the remaining 30%.

① Medical Care Benefits

In the event of injury or sickness due to non-occupational causes, the insured person is entitled to medical services with presentation of the health insurance card at any insurance medical care facility or institutions.

Examples of treatment covered by Employees' Health Insurance include:

- a) Medical examination
- b) Payment of medicines or medical care supplies
- c) Medical treatment, surgery, and other forms of medical attention
- d) In-home medical care, including supervisory costs, assistant care, and other nursing-related costs
- e) Hospitalisation, assistant care, and other nursing-related costs

Examples of treatment not covered by Employees' Health Insurance include:

- a) Preventative vaccinations
- b) Unnecessary health check-ups
- c) Cosmetic surgery
- d) Unnecessary dental implants, orthodontic treatment, teeth whitening
- e) Exams and check-ups for normal (without complications) pregnancies
- f) Highly advanced medical treatment

Occupational sickness and injury are covered under the Industrial Accident Compensation Insurance System (*Rōdōsha Saigai Hoshō Hoken* or *Rōsai*, for short), or insurance coverage in accordance with the ordinances of the contracting organisation.

② Benefits for High-Cost Medical Care

When the insured's share of the partial cost-sharing paid to the insurance medical care facilities within the same month exceeds $¥80,100 + (\text{total medical expenses} - ¥267,000) \times 1\%$, the amount in excess is reimbursed. (See Note 1 on page 57)

③ Reimbursement of Medical Care Costs

If unforeseen circumstances occur where medical insurance cannot be used, or if the insured has received medical care at a medical institution other than a recognised medical care facility and therefore has to pay the full medical costs, the costs will be reimbursed. However, the amount of reimbursement is calculated in accordance with a predetermined table of points for social insurance medical care fees and so may not correspond exactly to what the insured person originally paid.

④ Home Visit Nursing Care Expenses

When an insured person receives home-visit nursing care services from the home-visit nursing care station as ordered by a physician, the expenses, minus the insured person's share of partial cost sharing, are reimbursed.

⑤ Meal Service Benefits During Hospitalisation

In regards to meal expenses when hospitalised, an insured person is provided these expenses minus the insured person's share of partial cost sharing, which is ¥460 per meal for general inpatients, and ¥210 for families exempted from municipal tax.

⑥ Lump-Sum Allowance for Childbirth and Nursing

When the insured gives birth, a fixed amount of ¥420,000 per child is paid (in some cases the fixed amount is ¥404,000).

⑦ Maternity Allowance

When an insured woman is unable to receive remuneration from her employer prior to and after giving birth, she can claim the amount equivalent to 2/3 of her daily standard remuneration for the days on which she takes leave. If she receives remuneration from her employer in whole or part, or receives the injury and sickness allowance, the maternity allowance is adjusted accordingly. The duration of benefits is 42 days before delivery and 56 days after delivery, provided she neither works nor receives wages during this period.

⑧ Sickness and Injury Allowance

When an insured person is unable to work for more than three consecutive days due to sickness or injury, the amount equivalent to 2/3 of daily standard remuneration is paid as an allowance for sickness or injury during the period in which he/she is unable to work, commencing on the fourth day that duties are not performed. While the insured is receiving full or partial wages from the employer, this allowance is not paid.

Similarly, this allowance is stopped or partially reduced when the insured is entitled to a maternity allowance or disability pension under the Employee's Pension Insurance System.

Note: The insured may receive sickness and injury allowance for a maximum period of up to one year and six months.

⑨ Burial Expenses

If the insured person passes away, ¥50,000 is provided to the insured's family for burial expenses. In the case that the insured's burial costs are covered by someone other than a family member, up to ¥50,000 will be provided.

In the case a dependent passes away, the insured person will be provided with ¥50,000 as family burial expenses.

Burial expenses refer to expenses related to the hearse, casket transportation, flower/offering, cremation, and honorarium for the pastor/monk/personnel.

2) Benefits for Dependents

Under the Employees' Health Insurance Act, dependents (dependent family members) means lineal ascendants, spouse (including common-law marriage (see *Note 2*)), children, grandchildren and younger sisters and brothers of the insured primarily supported by the insured and any relatives of the insured person to the third degree living in the same household and primarily supported by the insured. The dependents can only be covered under the JET participant's health insurance if they have a yearly income of less than ¥1,300,000.

Please make sure your dependents are registered under your Employees' Health Insurance. Dependents must have their name recorded on the insured person's health insurance card. This must be done by your employer, so give your health insurance card and a Health Insurance Notification of Alteration to Dependents Form (*Kenkō Hoken Hi-fuyōsha Idō Todoke*) to your supervisor and complete the necessary procedures at the local social insurance office.

① Medical Care Benefits for Dependents

Dependents are granted the same medical care benefits as insured persons.

② Childbirth and Nursing Expenses for Spouses

Dependents are granted the same benefits as insured persons.

③ Burial Expenses for Dependents

If the dependent passes away, ¥50,000 is paid to the insured.

Note 1: If high-cost medical care benefits are received within the same household four times within a 12-month period, the limit for costsharing for the fourth benefit payment and onward is ¥44,400.

Note 2: Under the social insurance system, persons in a common-law marriage (or unregistered marriage) are taken to be in a similar relationship to that of a registered marriage and are given the same consideration.

For more information, please contact the nearest Social Insurance Office (*Zenkoku Kenkō Hoken Kyōkai*) in your prefecture or the Promotion and Mutual Aid Corporation for Private Schools of Japan (*Nihon Shiritsu Gakkō Shinkō Kyōsai Jigyōdan*) in your prefecture.

2.3.2. Employee's Pension Insurance/Private School Mutual Aid (Long-Term Benefits)

As stated previously, enrolment in this policy is a legal requirement. The Pension Insurance System will provide for you or your family in the event that you are seriously injured or pass away during the period you are making payments into the policy. If you leave Japan after the JET Programme, you are entitled to apply for a Lump-Sum Withdrawal Payment, or a partial refund of the money you paid into the pension insurance.

Note: Equivalent system is offered through the Private School Mutual Aid.

2.3.3. JET Programme Accident Insurance Policy (Overseas Travel Insurance)

For detailed information, refer to the *JET Programme Accident Insurance Policy Guide on the JET Programme website*.

(<http://jetprogramme.org/en/jpai-outline/>).

2020 JET Programme Accident and Insurance Policy Guide

The JET Accident Insurance Policy covers treatment of illness and injury after you arrive in Japan for the portion of costs not covered by Employees' Health Insurance, with the requirement that the medical treatment is covered by the Employees' Health Insurance. Claims can also be made in the event that the JET participant passes away or sustains residual disability. Treatment will be covered in the case where a JET participant becomes ill or injured while temporarily returning to their home country or visiting a third country.

Note: As mentioned below under point 3), treatment for illnesses or injuries which existed prior to arrival in Japan (such as asthma, diabetes, etc.) are not covered by the JET Accident Insurance Policy.

The JET Accident Insurance Policy is a policy that CLAIR contracts with insurance companies on behalf of all JET Programme Participants. Consequently, there is no need for JET Programme Participants to be enrolled individually. Insurance premiums are paid entirely by the contracting organisation. Furthermore, no changes or additions can be made to the insurance coverage. (The contents of the policy are identical for all JET Programme Participants).

1) Period of Coverage

For new participants, the policy is valid from either one day before your arrival in Japan, or the date on which you leave your home to come to Japan, whichever is later. Coverage will terminate on the earliest of the following:

1. When the JET participant returns to his or her home in their home country, after completing his/her JET Programme term of appointment.
2. On 30 April of the following year for participants who arrive in April, or 31 August of the following year for participants who arrive in summer.

For reappointed JET Programme Participants, coverage will begin either from 1 May for April arrivals, or 1 September for July/August arrivals, and will continue until the day new JET Programme Participants arrive the following year.

2) JET Accident Insurance Insured's Confirmation of Agreement

Please download the JET Accident Insurance Insured's Confirmation of Agreement Form from the JET Programme website prior to your departure, sign it, and submit the form to the Embassy or Consulate General of Japan according to their deadline.

(<http://jetprogramme.org/en/jpai-outline/>)
JET Accident Insurance Form

Note: The Insured's Confirmation of Agreement Form is necessary for each JET participant to designate a beneficiary/beneficiaries. Please be aware that only in general parents, spouses, children, grandparents or siblings may be designated (i.e. friends, girlfriends/boyfriends do not qualify).

3) Costs that are not covered by the JET Accident Insurance Policy

- Medical treatment not recognised by Employees' Health Insurance
- Loss or damage to personal belongings and household effects
- Treatment of family members' illnesses or injuries
- Treatment for illnesses or injuries which existed prior to arrival in Japan (including asthma and diabetes)
- Treatment received overseas for an illness or injury sustained in Japan
(Excluding treatment in one's home country where the physician deems it impossible to receive such treatment in Japan)
- Treatment for illnesses or injuries sustained as a result of pregnancy, childbirth, premature birth, or miscarriage
- Dental treatment (cavities, gum disease, etc.)
- Over-the-counter medicine(s)
- Treatment received more than 180 days after the commencement of the treatment of an illness
- Treatment received more than 180 days after an injury caused by an accident
- Liability involving the use of automobiles
- Treatment for injuries sustained in an accident when driving under the influence of alcohol or without a valid driver's licence

4) Making Claims

For specific information regarding necessary documents and procedures for making claims, the JET participant or their supervisor is advised to contact the Insurance Service Centre concerned within 30 days of the accident or the start of the illness and follow their instructions. In order to file claims, please keep all related receipts. You are also able to ask questions in English concerning claim procedures. A list of service centres can be found in the policy guide and on the JET Programme website.

2.3.4. Employment Insurance

Foreign nationals, including JET Programme Participants, working in Japan must enter the employment insurance scheme, regardless of nationality. It is possible for persons who have joined this insurance policy and who fulfil the necessary requirements to receive unemployment benefits if their period of stay is still valid.

1) Enrolment Period

The enrolment period is the same as the period of employment. For JET Programme Participants arriving in April, payment will commence in April and for those arriving in summer, payment will begin in summer.

2) Premium

The amount that the JET participant is responsible for paying is 3/1,000 of their gross annual remuneration. In addition to this, the contracting organisation is responsible for paying an amount equal to 6/1,000 of your gross annual income. The JET participant's annual contribution depends on their gross annual income, but is estimated to be between ¥12,000 and ¥15,000 per year.

Note: Based on the 2019 fiscal year. Subject to change in the 2020 fiscal year.

3) Method of Payment

In general, the premium payment will be deducted directly from the JET participant's monthly remuneration.

4) Payment of Unemployment Benefits

If after completion of the JET Programme, the JET participant continues to live in Japan, fulfils all of the requirements below and is deemed eligible for unemployment benefits by the Head of the Public Employment Security Office, he or she may be able to receive unemployment payments. Please contact the Public Employment Security Office for details about the receipt of unemployment benefits.

1. Are willing and able to work, but are unable to find employment.
2. In principle, have made employment insurance payments for more than six months in the year prior to becoming unemployed.
3. Have submitted proof of unemployment along with Application for Employment and registered as a job seeker at the nearest Hello Work office.

Note: Equivalent system is offered through the Private School Mutual Aid.

5) Exemption from Paying Employment Insurance

The following JET Programme Participants are not required to enrol in Employment Insurance. JET Programme Participants who believe that they may be exempt should consult with their contracting organisation immediately.

1. Foreign Government Employees ("Foreign" refers to any country other than Japan)
2. Participants who can prove that they are eligible to receive unemployment insurance benefits in a foreign country.
3. Persons who work in a Japanese office after entering into an employment contract established in a foreign country.

Note: The employment relationship formed between the JET participant and the contracting organisation does not come under category 3 above.

2.4. Taxes

CLAIR does not specialise in tax matters. The information here is meant to be used as a rough outline. CLAIR accepts no responsibility for any financial loss incurred or any legal action taken against anyone as a result of information contained in or omitted from this article. Please confirm the information provided by your contracting organisation, regional tax office, and/or home country tax authority regarding taxes, and adhere to relevant laws and regulations.

2.4.1. Tax in Japan

1) Personal Income Tax

Your tax status in Japan depends largely on your nationality, the length of your period of stay, and your job-type in Japan. ALTs in their third years and above (fourth year for those from China) as well as all CIRs and SEAs are liable for taxes in Japan. Depending on tax exemption treaties between Japan and ALTs' home countries, there are cases where first and second year ALTs may be exempt from taxes. ALTs of the following nationalities may be exempt from taxes: up to three years for China; up to two years for Ireland, Korea, Germany, Philippines, and France, etc. ALTs from the following countries are not eligible for tax exemption in Japan: U.S., U.K., Australia, Canada, Jamaica, Singapore, Trinidad and Tobago, New Zealand, Barbados, South Africa, etc.

If paying tax in Japan, it is important to obtain a breakdown of such payments (Statement of Earnings) from your contracting organisation. This statement can take the form of either a *gensen chōshū ni kakaru shotokuzei no nōzei shōmei negai* or a *kyūryō shotoku no gensen chōshūhyō*. If your Status of Residence and nationality exempts you from paying Japanese taxes, the statement may also take the form of a *kyūryō shiharai hōkokusho*.

Be sure to keep your *gensen chōshūhyō* or Statement of Earnings. JET Programme Participants who have to file tax returns in their home country need this, as do all reappointed JET Programme Participants who apply for an extension on their Status of Residence. A Statement of Earnings is also needed when your tax or your Status of Residence changes. Many contracting organisations provide a *gensen chōshūhyō* in January. The *gensen chōshūhyō* details your previous year's income (January-December), tax you pay, and how much you contribute

to Social Insurance and Pension. Please confirm details regarding your *gensen chōshūhyō* with your contracting organisation.

The Tax Exemption Form

Those eligible and wishing to apply for tax exemption in Japan should make sure they fill out forms for tax exemption. These can be downloaded from the National Tax Agency website:

<https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/joyaku/annai/pdf2/257.pdf>

Note: Those who are exempt from income tax in Japan are exempt for two years only. From their third year, all JET Programme Participants (except those from China) are required to pay tax in Japan.

For U.S. JET Programme Participants, on 30 August 2019 the “Protocol Amending the Tax Convention with the United States” was signed into effect, making U.S. JET Programme Participants subject to income tax withheld at the source starting from 1 November 2019. As such, individuals temporarily teaching at an educational institution in either Japan or the U.S. will be subject to income tax withheld at the source.

2) Local Inhabitant Tax

Inhabitant taxes are calculated based on your previous 1 January to 31 December income in Japan, and are levied by the municipality you live in as of 1 January of the current year. Tax can be deducted monthly from your remuneration, or you will receive a bill around June for the entire year.

However, even when you are liable for taxes in your first year, inhabitant taxes are generally not required in the calendar year in which you arrive. Therefore, if you arrive in September 2020, you will have inhabitant taxes due in 2021.

If you are eligible for income tax exemption, you may also be eligible for an exemption from inhabitant taxes. Please note that you will need to apply for them separately.

For first year JET Programme Participants who have taxes in Japan imposed on them, your remuneration of ¥3,360,000 is before the deduction of income and inhabitant taxes.

2.4.2. Home Country Tax Liabilities

Tax liability in your home country for your Japanese income depends on certain factors including the nationality of the participant as well as the existence and content of a tax treaty between the participant's home country and Japan. Please be aware that it is the responsibility of each individual JET participant to seek information via his or her home country tax agency regarding tax obligations in his or her home country as well as the necessary procedures. Your supervisor, contracting organisation, Prefectural Advisor (PA), and CLAIR are not in a position to provide guidance on your home country tax liability.

2.5. Reappointment

While the period of participation for the JET Programme is in principle 1 year, participants arriving in September of 2020 will have a first period of participation of approximately 10 months. Furthermore, in some cases JET Programme Participants whose term of appointment ends in July or August 2020 will be reappointed for a term beginning the day after the end of their current appointment until September 2020.

The aforementioned measures are due to the impact of the 2020 Tokyo Olympic and Paralympic Games and will only be enacted in 2020.

In principle, the period of participation on the JET Programme is for one year. However, if a participant's work performance is of the required standard as deemed by his/her contracting organisation, it is possible to renew the period of participation for an additional year. The first reappointment for April arrivals, is for four months excluding those from China, Korea, Brazil, and Peru.)

It is generally possible to renew participation up to a total of three years (three years and four months for April arrivals, excluding those from China, Korea, Brazil, and Peru.) However, if the participant's work performance, level of experience, and ability are deemed to be of an exceptionally high standard by his/her contracting organisation, it is possible to renew participation up to a total of five years (five years and four months for April arrivals, excluding those from China, Korea, Brazil, and Peru.)

Please note the term "reappointment" used in this clause is the renewal of the period of participation of a participant for an additional year.

Additionally, the term of appointment of JET Programme Participants placed in local government organisations is divided into two parts per law, the first period of the term of appointment and the second period of the term of appointment, defined respectively as the periods before and after 1 April. Therefore, participants may be asked by the contracting organisation to fill out additional appointment procedures separate from the JET Programme reappointment procedures. However even in such cases, a JET participant's period of reappointment is the total of the first period of the term of appointment and the second period of the term of appointment.

You will receive reappointment procedure paperwork from your contracting organisations from autumn. Refer to the paperwork for detailed information and scheduling. Below is a general explanation.

2.5.1. Reappointment Procedures

Reappointment procedures will take place as follows:

1. Reappointment procedure paperwork will be distributed to participants from the contracting organisation. Read these papers carefully and speak with your contracting organisation supervisor if you have questions or concerns about reappointment.
2. If your contracting organisation wishes to reappoint you, they will give you a form indicating so. You can then indicate your desire to accept or to not accept reappointment by signing the appropriate section of the form. Your contracting organisation will keep the original, and you can keep the copy for your records.
3. If your contracting organisation does not wish to reappoint you they will give you a form indicating so. Please sign this form and keep the original for your records. Your contracting organisation will keep a copy.

You may not withdraw your intent to accept or to not accept reappointment. Please carefully consider your decision before making it.

Furthermore, due to yearly revisions to the reappointment procedures, actual procedures may differ to those presented in this General Information Handbook. Please follow the instructions of the most current reappointment procedures.

1) Exceptional Cases

Opportunities for job-type changes and transfers to a different contracting organisation are rare and only possible in exceptional cases.

Requests for job-type changes are only considered in cases where it is required by the contracting organisation. If this is something you are interested in, please ask your contracting organisation supervisor for the possibility of a job-type change.

Please consult with your contracting organisation supervisor as soon as possible if you would like to request a transfer.

Please note that if you undergo any of the following in ①~③, you will be required to submit either a notification or an application as outlined in section 2.6 Status of Residence to the regional Immigration Bureau.

① Job-type changes

Job-type changes are only granted when deemed necessary, under the jurisdiction and at the discretion of your Host Prefecture/Designated City. Job-type changes (ALT to CIR or CIR to ALT) are only permitted within the same Host Prefecture/Designated City. Job-type changes either to or from the SEA position are not possible.

② Transfers within the current Host Prefecture

Transfers are only granted when deemed necessary, under the jurisdiction and at the discretion of your Host Prefecture.

③ Transfers to a different Host Prefecture/Designated City

Transfers to a different Host Prefecture/Designated City are only granted if you meet specific criteria. For more specific information, please consult with your supervisor.

Note : Transfer requests are only successful if the new contracting organisation agrees to accept you. Therefore, it is possible that a transfer request may still be unsuccessful despite meeting the criteria to apply for a transfer. In such situations, you should consider whether to complete your term of appointment with your current contracting organisation and finish your tenure on the JET Programme, or to request to be reappointed by your current contracting organisation. If both you and your current contracting organisation are in agreement, it may reappoint you for an additional one-year period. Please discuss these matters with your contracting organisation supervisor in advance when making a request for a transfer.

2) General Advice Regarding Reappointment

Your placement within the contracting organisation (e.g. school, education centre, social education division, international affairs division) is decided by the contracting organisation. During your term of appointment on the JET Programme, your contracting organisation may reassign you to a different school or division under its jurisdiction. You may be informed of these types of reassignments either when offered reappointment or at the end of your term of appointment, depending on the procedures at your contracting organisation. Please ask about these procedures when discussing reappointment, so that you may know if the possibility of such a reassignment exists within your contracting organisation.

While in a foreign country a person undergoes many changes and mood swings. Do not make your decision overnight. Please talk with friends, talk with your supervisor, and talk with your family. Think things through carefully and make your decision with confidence before informing your contracting organisation. Be aware how withdrawing from the Programme mid-term will place a huge burden on your contracting organisation. Finding a replacement if you terminate your appointment will be difficult and will have a great effect on your contracting organisation, workplace and community.

Avoid making a decision to accept reappointment without a strong reason. Your presence in Japan gives you many opportunities, so if you are thinking about staying in Japan, stay for a reason and do not waste the opportunity.

Possible things to consider when making your decision

- What are your long-term goals?
(Where do you see yourself in 3/5/10 years? Are you considering further education or a career change?)
- What expectations did you have when you started the JET Programme? How have they changed?
- What do you wish to accomplish in the next year after reappointment? What would you do or wish to accomplish if you didn't reappoint?
- How satisfied are you with your current lifestyle, position and work?
- Do you feel that you are making a contribution that has a positive effect on others?
- What skills have you built on the JET Programme? What skills or certifications do you want to acquire next?
- What would you gain or lose by reappointing? By completing your term?
- How does the idea of reappointing make you feel? (e.g. excited, discouraged, purposeful, lost etc.) How does the idea of returning home or moving on from JET make you feel?

Note: When considering reappointment, beware of deceptive rationalisations like, "I'll save money next year" or "I'll learn Japanese next year". Reappointment does not necessarily bring about a drastic change in your life, and it can be difficult to change your habits dramatically in your second or third year etc.

2.6. Status of Residence

1) Status of Residence and Period of Stay

In order to enter Japan, it is necessary for JET Programme Participants to receive a visa from the Embassy or Consulate General of Japan handling their application before they arrive. Upon entering Japan, both the Status of Residence and Period of Stay are recorded in your passport as part of your landing permit. If you want to stay in Japan even one day longer than your Period of Stay allows, you must apply for an extension in advance (applications can be made up to approximately three months before).

Your Status of Residence (*Zairyū Shikaku*) is your qualification for residing in Japan. It determines what activities/work you are permitted in the country.

Your Period of Stay (*Zairyū Kikan*) is the duration in which you are permitted to stay in the country.

Status of Residence for JET Programme Participants

- ALT - Instructor (*kyōiku*)
- CIR - Engineer/Specialist in Humanities/International Services (*gijutsu/jinbun chishiki/kokusai gyōmu*).
- SEA - Skilled Labour (*ginō*)

Furthermore, JET Programme Participants who are married to, or who are the children of Japanese nationals, are able to select Spouse or Child of Japanese National (*nihonjin no haigūsha tō*) as their Status of Residence.

2) Extending the Period of Stay or Changing the Status of Residence

If a JET participant wants to stay in Japan after the Period of Stay detailed on their landing permit expires, they must apply for an extension. If you do not renew your period of stay, you may have to return to your home country immediately.

Also, it is necessary for them to apply to change their Status of Residence when changing job types from ALT to CIR, or CIR to ALT. Furthermore, if you wish to change your Status of Residence and also extend your Period of Stay at the same time, applying to change your Status of Residence will also extend your Period of Stay.

These applications can be made at your regional Immigration Bureau of Japan. You will have to visit your regional Immigration Bureau of Japan at least twice to submit the application forms and to receive your extension/change in status. It is at the discretion of your contracting organisation as to whether you will be granted time off work for these procedures. JET Programme Participants are responsible for transportation costs to and from their regional Immigration Bureau of Japan as well as for any application fees.

For more details, please consult your regional Immigration Bureau of Japan. (see Appendix 7)

① Extending the Period of Stay:

Applications to extend the Period of Stay can be made from three months prior to the current expiry date. Necessary documents are as follows:

For ALTs

- a. Application for Extension of the Period of Stay (*Zairyū Kikan Kōshin Kyōka Shinseisho*). (Application forms can be found on the Immigration Bureau of Japan website and at your regional Immigration Bureau of Japan)
- b. Passport
- c. Residence Card
- d. Photograph

For CIRs

Items a - d above.

- e. Certificate proving employment at a local public organisation

② Changing the Status of Residence:

Applications to change one's Status of Residence must be made prior to changing job types. Necessary documents are as follows:

For ALTs

Items b – d above in ①.

- f. Application for Change of Status of Residence (*Zairyū Shikaku Henkō Kyoka Shinseisho*). (Application forms can be found on the Immigration Bureau of Japan website and at your regional Immigration Bureau of Japan)

For CIRs

Items b – e above in ①.

- f. Application for Change of Status of Residence (*Zairyū Shikaku Henkō Kyoka Shinseisho*).

Note: These are the main required documents. However, please enquire with your regional Immigration Bureau of Japan when applying regarding whether or not you will require additional documents.

③ Transferring to Another Contracting Organisation

Even if you do not need to change your Status of Residence or Period of Stay, if you leave your contracting organisation, or move to another one, you must submit a notice to your regional Immigration Bureau of Japan. Furthermore, it is advised that the JET participant apply for a Certificate of Authorised Employment (*Shūrō Shikaku Shōmeisho*) at your regional Immigration Bureau of Japan, which proves their Status of Residence is valid at the new contracting organisation.

3) Staying in Japan at the End of Your Term of Appointment on the JET Programme

① Staying Temporarily for Sightseeing, etc.

If you plan to stay in Japan at the end of your term of appointment to make final preparations to return to your home country or travel, you must apply to change your Status of Residence to Temporary Visitor (*tanki taizai*) before your Period of Stay expires. The Temporary Visitor Status of Residence is valid for either 15, 30, or 90 days.

Necessary Documentation to Change your Status of Residence to Temporary Visitor

- a. Application for Change of Status of Residence (*Zairyū Shikaku Henkō Kyoka Shinseisho*) (Application forms can be found on the Immigration Bureau of Japan website and at your regional Immigration Bureau of Japan)
- b. Passport
- c. Residence Card
- d. A written explanation of your reason(s) for requesting a Temporary Visitor status (including any documents related to your itinerary or places you plan to visit)
- e. Documentation from your contracting organisation that shows the last day of your appointment and the scheduled date of departure from Japan
- f. Other: A copy of the airline ticket for departure from Japan or a copy of confirmed reservation on a flight departing from Japan. You may also be asked to produce documents that prove you have sufficient funds for travel and living in Japan until the day of your departure.

② Finding Employment in Japan

JET Programme Participants currently residing in Japan that have finished their term of appointment with their contracting organisation and wish to continue to reside in Japan in order to find employment, can submit a Certificate of Employment (*Zaishoku Shōmeisho*), obtained from their contracting organisation, to prove they have finished their term of appointment on the JET Programme to the regional Immigration Bureau of Japan in order to request a Status of Residence as Temporary Visitor for up to 180 days.

③ Starting a New Job

If you stay in Japan and start a new job, you must confirm with your new employer and the regional Immigration Bureau of Japan whether or not you need to make any changes to your current Status of Residence.

2.6.1. Residence Record and Residence Card

1) Creating a Residence Record (Jūminhyō)

Starting on 9 July, 2012, the Alien Registration System was abolished, and a new residency management system was introduced. Concurrently, foreign residents now have a Residence Record (*jūminhyō*). This is part of a registry of residential addresses created by municipal governments. Municipal governments compile this information and use it for residence verification, tax, insurance, and census purposes.

You are required to submit a Moving-in Notification (*tennyū-todoke*) to your municipal government office within 14 days of arriving in Japan to have your Residence Record created.

If you move to a different municipal government during your time in Japan, you must first submit a Moving-out Notification (*tenshutsu-todoke*) to your previous municipal government and then a Moving-in Notification (*tennyū-todoke*) to your new municipal government. You must also submit a Moving-out Notification (*tenshutsu-todoke*) if you move to another country.

Also, if you live with your spouse, etc. you must submit legal documents (originals) to your local municipal government office proving your relationship with your dependents. Please prepare these required documents in advance of your arrival in Japan.

Ministry of Internal Affairs and Communication Website:

http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/index.html (Japanese)

Ministry of Internal Affairs and Communications Call Center (Multilingual Consultation Desk)

- 1) Telephone
0570-066-630 (Navi Dial)
03-6436-3605 (in case of calling from IP phones or PHS)
- 2) Operation hours
8 : 30~17 : 30
- 3) Available languages
English, Chinese, Korean, Spanish, Portuguese, Vietnamese (six languages)

2) Residence Card (Zairyū Card)

Upon arriving in Japan, you will be issued a Residence Card (*zairyū* card) or you will receive a stamp in your passport indicating that you will receive a Residence Card at a later date. If the latter is the case, your Residence Card will be sent to you by post after you have completed your Moving-in Notification at your municipal government (see **Note**). You are required by law to carry your Residence Card with you at all times. Failure to carry it with you can result in a fine. Information including your photograph, name, date of birth, gender, nationality, address, zairyū card number, status of residence, period of stay, expiration date of Residence Card, etc. is recorded on the Residence Card. This information is also be encoded onto an IC chip embedded in the card. Once you receive your Residence card, please verify that the Status of Residence and Period of Stay recorded on it are the same as on your visa, and that your name, date of birth, gender, and nationality are correct.

Any changes to your name, nationality, or other information recorded on your Residence Card, as well as any change of your contracting organisation, must also be notified to your regional Immigration Bureau of Japan within 14 days. However, any changes to your address need to be reported to your municipal government.

Note: Mid and long term residents of Japan must submit a Notification of Address to their municipal government within 14 days of moving. However, when you submit your Residence Card and Moving-in Notification, your Moving-in Notification is regarded as your Notification of Address and therefore it is not necessary to submit a separate Notification of Address.

Immigration Bureau of Japan Website:

http://www.immi-moj.go.jp/newimmiact_1/en/index.html (English)

http://www.immi-moj.go.jp/newimmiact_1/index.html (Japanese)

2.6.2. My Number ID System

In January 2016, Japan introduced the *My Number* ID system. *My Number* is a unique 12-digit ID number that is assigned to all residents living in Japan with a Residence Record. Foreign residents with a Residence Record will also receive a *My Number*. The number is used by the national and municipal governments for the purpose of efficiently managing information such as social security, tax, and disaster countermeasures. When completing social security and tax documents for your municipal government, it may be necessary to include your *My Number*.

You are required to submit a Moving-in Notification to your municipal government office within 14 days of arriving in Japan. After the submission of your Moving-in Notification, a Notification Card with your *My Number* from your municipal government will be delivered to the registered address specified on your Residence Record within the designated period (2-4 weeks). Moreover, you will receive an application form for the Individual Number Card and guidelines in the same envelope as the Notification Card. Once you have completed the application form and submitted it with a photo, you will receive your Individual Number Card from your municipal government. In principle, even if you leave Japan, your *My Number* will remain unchanged, so please keep your Notification Card and Individual Number Card safe.

1) Notification Card

The Notification Card is a paper card which will have your name, address, date of birth, sex, and *My Number* printed on it. After submitting your Moving-in Notification, you will receive the Notification Card from your municipal government by registered mail within the designated period (2-4 weeks). As your Notification Card does not include a photo, you will have to provide a separate form of photo identification to verify your identity at city hall, etc.

2) Individual Number Card

The Individual Number Card will have your name, address, date of birth, sex, *My Number*, and photo printed on it. When you receive your Notification Card, an application form and guidelines for the Individual Number Card will be enclosed in the envelope. Once you have completed the application form and submitted it with a photo, you will receive your Individual Number Card from your municipal government. It is important that you apply because in addition to being able to use your Individual Number Card as proof of your *My Number* and ID, you will also be able to use it for services offered by your local government, such as various electronic applications and public library services.

The IC chip embedded in your Individual Number Card contains all of the information printed on the card as well as an electronic certificate which allows you to apply for copies of various documents. However, sensitive personal information such as income, medical history, etc. will not be contained on this chip. For this reason, it is not possible for someone else to obtain all of your personal information from your Individual Number Card.

3) My Number Enquiries

If you have any enquiries about the *My Number* (Social Security / Tax Number) system, please contact the *My Number* Call Centre listed below.

English, Chinese, Korean, Spanish, Portuguese (Toll-free)

- | | |
|---|--------------|
| • About the <i>My Number</i> System | 0120-0178-26 |
| • About the Notification Card and the Individual Number Card, including emergency suspension of your Individual Number Card due to loss or theft* | 0120-0178-27 |

*Emergency suspension of Individual Number Card due to loss or theft is available 24 hours a day, 365 days a year.

- Weekdays 9:30 - 20:00 Weekends/Public Holidays 9:30 - 17:30
(Closed from December 29 - January 3)

General Enquires (Japanese)

0120-95-0178 (Free)

Note : If you cannot call from your IP phone, etc. please call the numbers below
(Charges apply)

- | | |
|---|---------------|
| • About the <i>My Number</i> System (Japanese) | 050-3816-9405 |
| • About the Notification Card and the Individual Number Card, including emergency suspension of your Individual Number Card due to loss or theft (Japanese) | 050-3818-1250 |

Chapter 3:

Work

第3章 仕事

3.1. Post-Arrival Checklist

After arriving at your new placement, please refer to the following checklist to make sure of the important policies and procedures related to your new job and life in Japan.

Post-Arrival Checklist

Workplace

- Review your Terms and Conditions (particularly regarding your work duties)
- Confirm your predecessor's work duties
- Ask for a staff name list and/or office seating plan
- Make a list of what the other staff members (and/or departments at your workplace) are in charge of
- Ask for/receive your work schedule (*kinmu yoteihyō*)
- Check how to fill out attendance log (*shukkinbo*)
- Verify how to take all forms of annual paid leave (conditions, necessary procedures, etc.)
 - ☐ Annual leave (*nenkyū*)
 - ☐ Sick leave (*byōkyū*)
 - ☐ Compensatory leave (*daikyū*) (if applicable)
 - ☐ Special leave (*tokubetsu kyūka*)
- Verify regulations for allowance and travel expenses
- Register your contact information with CLAIR online via the Emergency Contact/Safety Confirmation System Emergency Call and the Contact Information Survey for JET Programme Participants site

Taxes and Insurance

- Verify necessary tax documents (For more information, see “2.3 Taxes”)
- Confirm how local inhabitant taxes will be handled (automatic withdrawal or paid in person in a lump sum)
- Verify insurance coverage (For more information, see “2.2 Insurance”)
- Register any family members (dependents) for the Health Insurance System

Confirm Important Contact Numbers

- Prefectural Advisor (PA)
- Contracting organisation supervisor (after-hours contact info)
- Your home country's embassy/consulate(s) general/consulate(s) in Japan
- Hospital, evacuation centre, police box, and police station nearest to your place of residence or work.
- * Please save the above contact details in any medium/device that can be readily accessible to you in the event of an emergency. The GIH also contains important contact details (refer to pp. 2, 214 and 215) so keeping a copy of the GIH with you is also advisable.

Housing and Daily Life

- Registering as a Resident

All foreign residents living in Japan for more than three months must register a Residence Record (*juminhyō*) within 14 days of arriving in Japan. Take the Residence Card (*zairyū* card) you should have received when entering Japan or your passport showing the stamp that indicates you will receive a Residence Card to your nearest town/city hall. There is no registration fee. If you do not register as a resident, you may not be eligible for certain government services such as health insurance and may have your Status of Residence revoked.
- Have a personal seal/stamp (*hanko*)
- Memorise your address in Japanese (how to read and write in kanji/hiragana/katakana)
- Open a bank account, obtain a cash card and/or bank book, and learn how to use the ATMs

- Find out if your remuneration can be deposited and bill payments withdrawn automatically
- Buy a mobile phone and inform your contracting organisation supervisor of your contact details
- Prepare an emergency kit in case of an earthquake, etc.
- Consider introducing yourself to your neighbours, so you can help each other out in case of emergency
- Prepare for self-introductions, speeches, etc.
- Confirm the amount and payment method of deposit/key money for apartment (if applicable)
- Familiarise yourself with rules for separating garbage, the collection location and your local garbage collection days
- Find out about how to use public transportation in your area
- If you plan on driving, research about procedures for converting your driver's licence, *shaken* (vehicle inspection), types of car insurance, road rules in Japan, etc.
- Familiarise yourself with your neighbourhood, such as the location of shops, restaurants, convenience stores, supermarkets, etc.
- Exchange emergency contact information and home country/family contact details with another JET participant near you

3.2. Work Duties and Workplace

3.2.1. Assistant Language Teacher (ALT)

The main duty of an ALT is to engage in team teaching with Japanese teachers of foreign language (JTL) in foreign language classes in Japanese schools. In team teaching classes, the students, the JTLs, and the native speaker (ALT) work together to engage in communicative activities. Team teaching provides opportunities for active interaction in a foreign language in the classroom, enhances the students' motivation towards learning a foreign language, and deepens the students' understanding of foreign cultures. ALTs and JTLs conduct meetings based on the lesson plans that the JTL has already created, and after team teaching, reflect together on their own performance and think about ways to improve the lesson.

Please bear in mind that the ALT is an assistant to the JTL in the classroom. The ALT should not, therefore, be expected to conduct classes alone nor be the main teacher. As an assistant, it is important for the ALT to respect the lesson plan and wishes of the Japanese teacher. However, ALTs can be a valuable resource for JTLs by suggesting games and songs as well as creative and effective ways to use the textbook.

1) Relations with Teachers and Students

① Teacher Relations

As with any job, the relationship with your colleagues is crucial. In Japan, however, due to various factors which may include a language barrier, you may be more dependent on your colleagues for information than in a similar work environment in your own country. Your relationships with the other teachers therefore play an important part in the success and enjoyment of your role at school.

Good cooperation between the ALT and the JTL has a major influence on the atmosphere of the classroom and on the students' attitudes towards team teaching lessons and communicating in a foreign language.

It is important to speak with your colleagues at the outset to establish the goals and objectives for your team teaching lessons.

There is normally a staff member at each school who has responsibility for supervising and overseeing the ALT. If there is anything you don't understand with regard to school life or your work responsibilities, please check with them. For example, you can ask your school supervisor about the major events in the school calendar such as the sports festival, the culture festival, and school excursions. This information will help you to be prepared for such events and to make contributions if necessary. Also, sometimes changes are made to the school schedule because of school activities. Notices of such activities or changes will be circulated around the staffroom or written on the blackboard in the staffroom. If you are unable to read Japanese, you may wish to ask your colleagues to notify you of any schedule changes.

In your relationships with teachers at school, also interact with teachers of other subjects. For example, visiting other classes or taking part in non-academic class activities with homeroom teachers will give you opportunities to experience different aspects of school life. Outside school, you may have the opportunity to socialise with teachers and the other school staff. Some ALTs find that speaking to members of the school staff is also a good way to improve their Japanese language ability. More importantly, getting to know the other teachers and staff at your school will help you feel more like a member of the staff.

② Student Relations

Before coming to Japan, you may have pictured Japanese students as being uniformly well-behaved and polite. However, as in any country, you will meet various types of students in the classroom. Some classes may be filled with students who are enthusiastic about speaking with you in a foreign language, while others may have some noisy, unmotivated, and disruptive students. You may sometimes find a student sleeping in your class. Part of your challenge as an ALT will be to motivate such students to communicate in class and to stimulate their interest in foreign language learning. You will also face the challenge of teaching different age groups. The methods and approaches you use for teaching a third-year elementary school class will be different from a third-year junior high school class, according to the psychological and mental developmental stage of the students. Activities that are enjoyed by an eight-year-old may be regarded as childish by a fifteen-year-old.

In addition, you may notice some differences in the learning styles and behaviour of Japanese students compared to that of students in your own country. For example, you may find students initially reluctant to do pair work and group work, especially when asked to cooperate with a member of the opposite sex. In order for students to get used to working in such formations, you may have to move slowly, giving them sufficient explanation of what is expected of them or giving ample demonstrations with the JTL. You may wish to start with easier activities, increasing the level of difficulty in subsequent lessons as they become more used to pair work and group work. Similarly, you may find students reluctant to answer questions in front of their classmates. In such cases, you may choose to introduce strategies such as allowing them to consult with each other before the teacher selects a student, or when asking the students to voice an opinion, allowing them to write down a response before giving it orally.

Even in difficult situations, remember to be patient and supportive towards the students. In the junior and senior high school classrooms, some students may be reluctant participants. Think back to your adolescent years when you were learning a foreign language at school and the embarrassment you felt at being asked to pronounce foreign words in front of your peers. Your students are likely feeling the same way. Let them know that it is alright to make mistakes. Remember that the JTL can be a good source of information about the students. If you are having trouble with the students, try asking your colleagues for advice on how to interact with them.

2) ALTs' Workplaces and Work Duties

① Senior High School

Senior High School (SHS) students are generally between the ages of fifteen and eighteen. Although SHS is voluntary in Japan, over 97% of students continue their education at this level. Unlike JHS, entry into SHS is determined by entrance examinations. There are many types of high schools, and each school may have a different academic level. Most SHS ALTs will be based in a board of education (BOE) or a school. Some SHS ALTs visit a number of different schools in addition to their base school. The entrance examination is required, but SHS classes may have students of very different abilities. As you work with your team teaching partner understand that you may have students with differing levels of understanding or behavioural issues in your classes.

Some schools specialize in offering vocational courses, as in the case of agricultural schools or fishery schools. It is important to understand the special characteristics of your school(s) when engaging in team teaching with your Japanese partner.

The amount of hours spent on English classes varies from school to school. Classes are designed to improve the listening, reading, speaking, writing ability as well as overall communication ability of students.

② Junior High School

Junior High School (JHS) students are between the ages of twelve and fifteen. Most JHS ALTs will be based in a board of education (BOE) or a school. Some JHS ALTs visit a number of different schools in addition to their base school. As there is no entrance examination required, JHS classes may have students of very different abilities. As you work with your team teaching partner understand that you may have students with differing levels of understanding or behavioural issues in your classes.

Junior high school students receive English instruction for 140 hours a year or about 4 lessons per week. In class, in addition to valuing activities that allow students to communicate their thoughts and ideas with each other in a foreign language, students are able to actually utilise the language that they have studied in specific situations to solve problems.

③ Elementary (Primary) School

Elementary school (ES) students are between the ages of six and twelve. At elementary schools, ALTs may find themselves teaching simple greetings, basic conversation, playing games, singing songs, and doing skits or short plays. For 3rd and 4th grade classes, and ALTs are involved with other oral/aural activities. For 5th and 6th grade classes, in addition to oral/aural activities, ALTs are also involved with instructing students in reading and writing activities. ALTs may find themselves taking part in activities at school such as physical education, music, art, cooking, or calligraphy classes. They may also be involved in culture-based activities, for example, introducing and playing games from the ALT's home country, introducing holidays from the ALT's home country, etc. The ALT's involvement and activities will vary according to the wishes of the school and the frequency of visits.

In addition, the Ministry of Education, Culture, Sports, Science, and Technology revised the elementary school curriculum guidelines (Course of Study) in April of 2020. In the new Course of Study the number of hours allocated for foreign language education increased dramatically. 3rd and 4th grade students will have "Foreign Language Activities" once a week with a total of 35 hours over the course of the school year, while 5th and 6th grade students will have "Foreign Language Studies" twice a week with a total of 70 hours over the course of the school year. Before these revisions took place, 5th and 6th grade students had "Foreign Language Activities" once a week for a total of 35 hours per school year and it was not mandatory for 3rd and 4th grade students to study a foreign language. During the transition period between this old system and the new one under the revised guidelines for the Course of Study from 2018-2019, students had more classes in foreign language instruction than usual.

④ Private School

While many ALTs on the JET Programme are appointed by local governments and visit multiple schools, some are employed directly by private schools and thus do not visit multiple schools. The work duties of ALTs in private schools are often quite similar to ALTs teaching at public schools. As with public schools, it is important for ALTs placed in private schools to understand the special characteristics of their school when carrying out their duties.

One of the key differences between the public and private school experience is that many private institutions have multiple school levels (often junior and senior high school, but may include kindergarten, elementary, etc.) on one site. In some cases, ALTs placed at private schools may be asked to teach to various levels within the institution. Another difference is that it is more common to have Saturday classes at private schools than public schools. Some private schools may have religious affiliations as well. However, there are similarities. In both private schools and public schools, it is necessary to conduct classes according to the Course of Study.

Also, some ALTs placed at private schools may find that they are not the only native speaker of English employed by their school. In such cases, although it varies from school to school, some private school ALTs may be asked to team-teach or engage in other work-related duties with a fellow native speaker of English employed by the school.

⑤ Extra-Curricular Activities

ALTs have the opportunity to take part in many language-related activities outside the classroom. ALTs can take part in English conversation clubs, set up letter-writing or e-mail exchange opportunities with students in their home countries, exchange journals with students, make bulletin boards, coach students for and judge speech contests, or assist with the evaluation of the students. Some ALTs also take part in informal English conversation classes with the staff in their schools.

However, there are many more non-language related extra-curricular activities that ALTs can become involved in. In Japanese JHS and SHS, club activities play a very important role in the lives of the students. There are many opportunities for ALTs to take part in clubs ranging from sports such as volleyball, tennis, and karate, to clubs focusing on cultural activities such as music, tea ceremony, or calligraphy. Interacting with your students in a non-classroom situation has many advantages. It can help you to feel more like a part of the school, and getting to know your students out of the classroom can help with relations in the classroom.

Japanese schools hold a wide range of different events during the year. Participating in these events can be a great chance to see your students and teachers in a different light. Such activities can include culture festivals, sports days, and school trips. Becoming involved in activities on a daily basis, such as eating lunch with your students or joining in with the cleaning of the school, can be lots of fun and can provide many chances to get to know your students well.

⑥ Other ALT Duties

The ALT's job does not end in the classroom. While teaching is your primary responsibility, there may be other duties that you are expected to perform. For the most part, these duties take place during working hours, and sometimes they even replace regular school visits. As such, they can provide a change of pace from the daily teaching routine. It is impossible to list, or even anticipate, all the activities that you might be asked to perform, as each job varies so greatly. Nevertheless, the following compilation covers the most common extra duties with which you may be charged.

• Proofreading and Translation:

Local government employees, teachers, or private citizens may ask you to proofread their writing or translate documents into your own language or Japanese (depending on your Japanese ability). ALTs who have studied foreign languages may be asked to translate documents to and from those languages and Japanese.

• Public Speaking:

You may be asked to give speeches on a variety of topics to local government employees, teachers, or even the general public. You may be asked to speak on such topics as your daily life, the educational system in your home country, or educational matters in Japan.

• Speech Contests:

You may be expected to judge student speech contests at the local, regional, or prefectural level. ALTs are sometimes asked to coach some of the participants before the contest or to make model audio recordings of the speeches.

• Training Seminars:

As an ALT, you will attend JET Programme conferences and seminars on a local or national level and may be asked to present workshops for such occasions. These seminars are a great opportunity to share your experiences as an ALT with others and to learn new ideas and methods to use in your team teaching. You may also have the chance to participate in seminars aimed at JTLs in your area, with topics varying from foreign language education in both your home country and Japan to ways of using the textbook effectively.

• Teaching a Foreign Language to Adults:

You may be asked to teach evening or weekend classes to a variety of different groups, ranging from local government employees to stay-at-home parents, bank tellers, or firefighters. Some of these classes are obligatory and might even be incorporated into your Terms and Conditions, whereas others may be optional.

• Prefectural Advisor (PA):

ALTs placed in a prefectural board of education may sometimes be asked to be a Prefectural Advisor (PA). PAs receive training in supporting and assisting JET Programme Participants in their area with questions and issues. They can also disseminate information and provide referrals to professionals as necessary.

3.2.2. Coordinator for International Relations (CIR)

Each Coordinator for International Relations (CIR) position may encompass a wide variety of duties and responsibilities depending on the contracting organisation. The following are some examples of what kind of work CIRs do. Because the CIR has a different employment status compared to Japanese public employees, the CIR is essentially outside the body of mainstream employees. It is important to bear in mind that the Japanese translation of “CIR” may not always have a clear meaning to many Japanese who know nothing about the position.

For more examples of projects done by CIRs, please refer to the *CIR Handbook* (<http://jetprogramme.org/en/acs-h/>).

1) The Different Types of CIR Positions

There are several different CIR job categories. This brief overview should give a general idea of what CIR duties could be.

① Prefectural/Designated City CIR

Most CIRs working in a prefectural or Designated City office will be placed in the International Affairs Division. However, there are a few CIRs who have been placed in a Regional Development or Planning Department, regional office, or Board of Education. Additionally, some CIRs may be assigned to an organisation such as an International Association or Convention Bureau. Your duties could include giving speeches, advising on publications, assisting with visitors from overseas, teaching language classes, and producing information for and liaising with non-Japanese residents. You may even become a resource for the whole government office. CIRs in these positions have the opportunity to experience the diversity of international activities that are taking place at the prefectural level, and to learn first-hand about the way ideas can be turned into concrete projects within a bureaucracy.

② International Exchange Association CIR

International Exchange Associations have been established in every prefecture, Designated City and city throughout Japan. The association itself may consist of prefectural/Designated City/city employees and those hired directly by the organisation. CIRs who work in this environment are usually involved in events concerning local non-Japanese residents. Your responsibilities may include working with volunteer tour guides and interpreters, the production of a foreign language newsletter, or the organisation of international exchange events that bring non-Japanese and Japanese residents together. You may also give presentations about cultural differences and teach foreign language classes.

③ Small City, Town, or Village CIR

Small city, town, or village CIRs are often based in the Board of Education, the Planning, International Affairs or General Affairs Divisions, or sometimes in the Office of the Mayor depending on their contracting organisation. Work focuses upon organising language and culture classes for the community, helping create or write for local publications, language instruction for government employees, school visits and speeches, and various other activities for community groups. You may also have duties such as corresponding with parties overseas or receiving visitors from overseas, but this will depend on the international ties that have been established in your area and/or the ties that you can develop yourself.

④ Other CIR Positions

As mentioned above, a number of CIRs are employed by local authorities and placed in various offices or organisations under their jurisdiction. Among the current positions that fall into this category are CIRs working at adult education centres, convention bureaus, port authorities, research institutes, universities, and regional offices. Although there are very few of these positions and they are markedly different from most other CIR positions, they do offer a unique opportunity to focus on a specific aspect of internationalisation.

2) Elements of CIR Work

Your work duties will be a combination of some of the below, determined by the aims of your contracting organisation. Therefore, this list is by no means exhaustive, but provides examples of the different kinds of activities performed by CIRs. Your job will almost certainly NOT include everything on this list. Some of these responsibilities may also be performed by other staff members.

① School Visits

School visits provide a good opportunity to have more contact with your community and to experience life in a Japanese school. School visits may involve:

- Interacting with an assembled group of children to give them a concept of other countries in terms they can understand. This may also involve basic foreign language teaching and games
- Classroom participation, on a regular or semi-regular basis
- Establishing inter-school or pen-pal relationships with schools in other countries
- Participation in school events, e.g. Sports Day, school festivals, excursions, etc.
- Participation in International Club activities at high schools
- Kindergarten and nursery school visits

Some CIRs have even established homestay exchanges for school children in their home country and local school children at schools they visit.

② General Foreign Language Assistance and Translation

- Editing and proofreading translated materials including letters, pamphlets and brochures, business cards, building names, public transportation signs, etc.
- Answering questions relating to language from various divisions, organisations, or outside groups
- Making international telephone calls
- Compiling a manual of formats for business and official correspondence
- Translating foreign correspondence bound for government officials, businesses, civic leaders, and sister city volunteer groups
- Composing and proofreading outbound government foreign correspondence on behalf of government officials or general staff
- Translating speeches, greetings and other messages for the governor, mayor, director, and other officials for receptions, international symposiums, tournaments, parties, and trips abroad
- Translating various in-house brochures, pamphlets, PR publications, reports, guidebooks, statistical profiles, etc.
- Screening inbound non-Japanese documents, brochures and correspondence, and translating into Japanese
- Proofreading and translating websites into foreign languages

③ Public Speaking

- You may give speeches or conduct discussions with government officers, community groups, women's groups, Rotary and Lions Clubs, Chambers of Commerce, groups of people with physical disabilities, agricultural groups, PTAs, senior citizens' groups, host family associations, children, schools, businessmen, etc.
- The subject of speeches may include your home country, city, state or province (i.e. cultural differences and lifestyles), internationalisation, education, international exchange, youth, raising children, the status of women, foreign countries, travel abroad, facilitating the understanding of another culture, recreation, etc.

④ Writing Newsletter Articles and Public Relations Assistance

- Writing periodic articles for local newsletters (articles in languages other than Japanese for non-Japanese residents, articles in Japanese for Japanese residents etc.)
- Designing the style, format, and content of a Visitors' Information Board
- Giving interviews in local and national media on various subjects, including impressions of Japan, one's region, and the region's international development opportunities
- Participation in various civic group meetings/discussions, offering a foreign national's viewpoint and facilitating an exchange of opinions
- Maintaining and updating websites, responding to e-mail enquiries and posting information on local governments' official social networking sites
- Giving presentations describing the region to overseas visitors

⑤ Interpreting for and Receiving Guests from Overseas

- Interpreting for or escorting overseas visitors or non-Japanese residents at meetings, international events, conferences, symposiums, receptions, tours, and other occasions requiring language assistance
- Interpreting for the governor, mayor, director and other officials. (Visitors may include governors, mayors, consul generals, sister city organisation members, high school bands, sports teams, citizen groups etc.)

⑥ Language Instruction

- Providing language instruction for civil servants, police officers and firefighters to prepare them for emergencies
- Judging foreign language debates or speech contests
- Instructing volunteer interpreters and guides on providing tours to overseas visitors
- Leading foreign language conversation classes for Japanese youth going abroad through homestay programmes or other goodwill missions

- Giving language classes and lectures to community groups
- Language instruction at schools

⑦ Assistance with Events, Festivals, and Community Activities

- Participation in local festivals and/or adding an international component or “corner” to the festival
- Attending planning meetings, providing suggestions and helping with the promotion of events and festivals, as well as assisting with writing post-event reports
- Participation in and assistance with the planning of events designed to introduce foreigners to Japan and the region
- Giving presentations about other countries and cultures to local residents
- Conducting cultural classes (e.g. cooking or dance classes) at local youth and community centres
- Senior citizen care centre visits

⑧ Assistance with Sister City/State Relations

- Handling non-Japanese correspondences and telephone calls from abroad
- Interpreting during visits by overseas delegations
- Assisting and advising with the establishment of a sister city
- Assisting with preparations and training for outbound exchange visits, such as Japanese cultural performances, school/community/sports groups, etc.

⑨ Editing and Publishing

- Publishing information in foreign languages
- Producing newsletters, brochures, living guides for non-Japanese residents, and tourist attraction pamphlets from scratch or from already existing Japanese versions
- Editing text, designing layout and graphics for publications

⑩ Foreign Community Assistance

- Organising opinion and information meetings for non-Japanese residents
- Publishing and distributing a foreign language newsletter
- Interpreting/translating for non-Japanese residents in regard to government procedures and obligations (e.g. registration with municipality, taxes, etc.)
- Seeking non-Japanese residents’ participation in local events
- Assisting with city tours for local and non-Japanese residents
- Disseminating information pertinent to non-Japanese residents
- Assisting foreign students and technical trainees studying in the region
- Organising local government sponsored classes for foreigners
- Providing Japanese Language instruction for foreign students
- Providing assistance and consultation for foreign residents and/or visitors

⑪ Prefectural Advisor (PA):

CIRs may be asked to be Prefectural Advisors (PA). PAs receive training in supporting and assisting JET Programme Participants in their area with questions and issues. They can also provide information and referrals to professionals as necessary.

3) The Role and Importance of Japanese Language Proficiency

Proficiency in the Japanese language ability is a prerequisite for the CIR position.

Fluency in both written and spoken Japanese is a great asset for CIRs, as almost every aspect of the position requires it. Fluency in Japanese will make it easier to communicate with your peers, giving you the tools to gain knowledge about and understand Japanese culture. Furthermore, CIRs are able to use Japanese sources and communicate easily with external agencies to complete research projects. Interpretation and translation assignments can be carried out with confidence. At receptions, CIRs can act as cross-cultural bridges with Japanese guests, making the event meaningful and enjoyable for both parties. By communicating with colleagues to understand office affairs, CIRs are able to become proactive in their duties and feel like they are a part of the office.

Although possessing a strong command of the Japanese language, CIR job duties will demand continued study of Japanese, both on the job and outside of the office. Whether it be specific terminology used in Japanese local government, business Japanese, local dialects, or general knowledge of the region, familiarising oneself with these topics will all be important and beneficial for CIRs.

3.2.3. Sports Exchange Advisor (SEA)

During the 1994-1995 JET Programme year, the CIR part of the Programme was expanded to include internationalisation through sports. This initiative saw Sports Exchange Advisors (SEA) joining the Programme for the first time. SEAs are sports professionals whose role is to assist with sports training and the planning of sports-related projects. Recruitment for the SEA position is carried out by the Ministry of Foreign Affairs through Japanese embassies and general consulates, however is independent from the selection of ALTs and CIRs.

1) Outline of SEA Duties

- Assistance with projects related to sports activities carried out by contracting organisations. Such activities may include advising on planning, designing, and implementing sports projects.
- Assistance with sports training of promising local athletes.
- Assistance with sports training of contracting organisation's employees and local residents.
- Assistance with and participation in sports activity planning conducted by local private groups or organisations that engage in sporting events.
- Other duties as deemed necessary by the supervisor.

2) SEA Workplaces and Conditions

The situation will be different for each SEA on the Programme and will be determined by the needs of the contracting organisation and the facilities available. In most cases, SEAs are placed at:

- Board of education
- Sports facility
- Senior high school

3) Your Colleagues

If you are based in an office, your colleagues will all be civil servants, some with experience in the sporting field and some without. Sometimes a sports organisation may employ staff other than you who specialise in a particular sport, but this is not always the case. In schools, you will be working with teachers who are assigned to be coaches or supervisors of the different school clubs. The assigned staff often has varying levels of expertise in the specialty of the club. Therefore, you may find some coaches who do not have specialised knowledge about the sport. Staff and teachers working for public organisations in Japan are rotated every few years within the system, with transfers being made in April each year (*jinja idō*). You may also find that many of the people you work with and/or their duties may change in April, with the exception of those staff members hired as specialists. Take time to try to find out who does what in your office and how it relates to you and your work. Although language problems may seem quite a barrier at first, establishing good relationships with your colleagues is very important and will make your contributions in coaching more accessible to all.

4) Coaching Situations

You may be coaching at your own sports organisation with the students gathering there, or making regular visits to one or more schools. At some time during your stay, you may even visit many of the schools in your organisation's jurisdiction, or hold coaching seminars for local coaches. If you are placed in a high school, the core of your duties will be the coaching of the school club activities.

In coaching, SEAs may at times be seen as the assistant to the regular coach. At other times SEAs may be seen as the main coach. They may make contributions at games or competitions by themselves directly, or through the Japanese supervising coach. Take the time to work out a balance that works best for you and your

contracting organisation. In the same way, the focus of the groups you are coaching may change. Your schedule will be arranged according to the requirements of your contracting organisation. Scheduling and adjustments will depend on your situation.

The SEA's role may also be altered through regular discussion with their employer to align with goals for both the contracting organisation and the SEA.

The duties and teaching goals for SEAs differ greatly according to contracting organisations' policies. While the main goal of some contracting organisations is to increase the students' competitive ability, others may also be focusing on international exchange through sports.

3.3. Manners at Work

As professionals, office and school relations are extremely important for JET Programme Participants. Building good working relationships takes time, patience, perseverance and effort. First impressions are important anywhere, and Japan is no exception. Appearance and manners can have a tremendous impact on the attitudes that your colleagues have towards you. When you are in doubt about the appropriate manners for a particular situation, be sure to ask or observe your colleagues.

1) Office/ School Etiquette

- Take off your overcoat or outerwear when you enter a school or office.
- Greet everyone when you arrive with: *ohayō gozaimasu* ("Good morning") or *konnichiwa* ("Hello"). When you leave, say: *osaki ni shitsurei shimasu* ("Excuse me for leaving early"). When someone leaves before you, tell them: *otsukaresama deshita* ("Thank you for your hard work").
- Assist with cleaning. Leave your own desk tidy.
- Do not sit on desks or put your hands in your pockets.
- Do not move objects or shut drawers with your feet.
- Do not chew gum.
- Do not use your mobile phone or other portable devices without permission at your place of work.

2) Professionalism

In Japan, professionalism is often defined in terms of punctuality, respecting and completing assigned tasks on time and to the best of your ability, as well as dressing appropriately.

3) Attendance

In Japan, your physical presence is often as important as what you actually do. Remember this when you feel you could be doing something more useful elsewhere or when you feel that you have nothing to contribute (for example, to a meeting). Attendance in itself is very important.

Never miss meetings or lessons unless you have discussed this in advance with your supervisor. Make sure that you know the week's schedule and try not to take leave on days you have meetings or lessons as much as possible. If you are an ALT, please bear in mind that taking a holiday during the school term may disrupt the team-teaching schedule. If leave taking is unavoidable, please make sure you discuss it in advance with your supervisor.

4) Tattoos and Piercings

Tattoos have a negative image in Japan. In most Japanese schools, piercings are also forbidden for students, and teachers tend to refrain from wearing jewellery of any kind, including piercings. In this cultural environment, it is recommended that you cover your tattoos and remove piercings during work hours.

3. 4. Personnel Evaluations

Up until March 2020, contracting organisations provided feedback in the form of optional “workplace evaluations.” In accordance with a revision in the law as it pertains to local government employees, contracting organisations are required to perform “personnel evaluations” as of April 2020.

Contracting organisations are entrusted with the details of carrying out these personnel evaluations. However, CLAIR does provide contracting organisations with its own proposal for carrying out evaluations (printed in the back of this book for your reference).

3. 5. JET Related Issues and Concerns

The following sections describe some of the issues you might face in a Japanese working environment:

1) Office Situations

- **At your welcome party you are treated to an incredible banquet, however, there are many foods which you do not eat or to which you are allergic.**

Eat what you can and if asked about the other foods, politely explain that you cannot or do not eat them. It is up to you whether you explain the reason, but it is best to be as pleasant (and polite) as possible, because the food may have been specially prepared for you. Express your appreciation and regret that you are unable to eat some of the foods that have been prepared for you.

- **You arrive at the office and are told that you are scheduled to judge a speech contest/participate in a prefectural event/make a speech in an hour.**

Make the speech, but explain afterwards to your supervisor how important it is to prepare beforehand. You might add that besides making you feel uncomfortable, speaking unprepared could leave a poor impression on the audience. Speak to your supervisor about how best to avoid such circumstances in the future. (Be aware that your supervisor may also have been asked quite suddenly for your presence).

- **You ask for consecutive days of leave and are refused.**

There could be a number of reasons why you are being refused leave on requested days, so first check the reasons given. For example, it is uncommon for teachers in Japan to take time off during a school term. If you would like to take time off when you have scheduled commitments at work, staying at work might be deemed necessary. Although taking leave is a right, as with any working environment, how these rights are exercised must be balanced with your responsibilities. Explore these reasons with your supervisor and agree on a workable solution given the circumstances.

- **You bought a car, but then your supervisor told you that you’re not allowed to drive to work. The bus is really inconvenient and you would rather drive.**

Some contracting organisations do not allow their employees to drive to and from work. This can be for a number of reasons, such as insurance related issues, lack of available parking, past incidents, or a higher risk of accidents, especially in particularly dangerous areas (such as regions with regular heavy snowfall, narrow mountain roads, etc.). Some contracting organisations will only grant permission to drive to and from work under the condition that the employee purchases optional insurance (*nin'i hoken*), or submits a special form giving the reason(s) why they cannot take public transport. In many cases, this is relevant for all employees of your contracting organisation, not just JET Programme Participants, and it is important to follow the rules specific to your situation.

- **You find that your schedule is becoming too full with very little time left for yourself.**

For instance, you have been invited by your coworker to a meal, but you are busy and want to decline. Politely decline invitations and ask to be considered for some other time because your schedule is full. You may feel obligated to your office, school and friends, but it is easy for commitments to pile up and for you to suddenly find yourself snowed under with obligations.

- **Your supervisor wants you to undergo a health check including an X-ray of your lungs. You did one 6 months ago as part of your JET Programme application and you would rather not do this again.**

Health checks are compulsory. Employers have a legal obligation to provide their employees with yearly health checks including a urine test, blood test, weight, height, sight and hearing checks, as well as a lung X-ray to check for tuberculosis. This is especially important for those who work with children. JET Programme Participants are therefore also required to undergo the health check as part of their work duties.

- **Your supervisor asks you to exercise more caution with the contents of your personal blog or social media site.**

It is important that you do not post any information online that violates the law, breaches other people's right to privacy, is defamatory or in any other way likely to make other people uncomfortable. If you want to post photos of your workplace or your colleagues on your personal blog, ask for their and the head of your contracting organisation's permission beforehand. Privacy is an increasingly sensitive and serious issue in schools, all of which strictly prohibit putting pictures of their students on the web. Also, using work time to compose private blogs or private posts on social media sites should be avoided.

Socialising With Colleagues

There are at least four large important work parties throughout the year: welcome parties (*kangeikai*), end of the year parties (*bōnenkai*), New Year's parties (*shinnenkai*), and farewell parties (*sōbetsukai*). These are good opportunities to get to know your colleagues in a more relaxed atmosphere. While you are not obligated to go, it is recommended that you try to attend whenever possible.

Supervisor Relations

- **Your supervisor offers to take you shopping after work to get things for your apartment. At the store, you are told, "You had better buy these curtains." After shopping, you stop for dinner. You are told that you "had better" order such-and-such a meal.**

Japanese often use "You had better" as a translation of the phrase "*hō ga ii*" in Japanese. Considered rather strong in English, it is a sign of concern in Japan, where superiors often give advice to their subordinates. If you would prefer not to follow the recommendation, smile, thank your supervisor for the advice, and respond with something like, "That seems like a good idea, but please let me think about it some more."

- **Your supervisor is explaining something important but you do not understand what is being said.**

Repeat what you think is being said. Draw diagrams if necessary. Explain that since it is an important matter, you were wondering if it could be put in writing for you. If all else fails, apologise and say that you just do not understand.

- **Your supervisor is suddenly transferred to another office in April.**

The Japanese fiscal year begins on 1 April, and at this time there is a personnel change (*jinji idō*). Colleagues, superiors and even your supervisor may be transferred to a different position or posting in a different city, prefecture or sometimes overseas. It is possible that your new supervisor may not be as knowledgeable about the JET Programme or your role at first. It may take some time for the new supervisor to understand what an ALT/CIR/SEA is and what is expected. You can help your new supervisor by answering questions, letting him/her know about your work duties and keeping open communication.

2) ALT Related Situations

- **The JTL makes what seems to you to be a blatant mistake during class or corrects something you have said in front of the students.**

The most important component of teaching is the relationships that you form with the other people in the classroom. If these relationships are not good, your lessons will not be as successful as they could be. How you respond to the teacher making a mistake or correcting you in front of the students depends on your relationship with the teacher and the atmosphere of the class. You do not want to do anything to jeopardise the rapport you have with the teacher or the students. Sometimes you will know a teacher so well or the atmosphere will be so good that you can discuss the point in a non-threatening way during the class (or make a joke of it; humour is a good way of avoiding tension), or you can repeat what the teacher said in the correct form without threatening their authority. If you are unsure, it is better to address the issue after the class in the privacy of the teachers' room.

- **You are a woman and a student asks you for your “three sizes” (body measurements) or you are a man and a student asks you how “big” you are.**

The curiosity of some students may verge on the extremely personal and you do not need to feel that you have to answer all questions. Even though this type of question is often innocent, the idea of sexual harassment is well established in Japan, so you can teach them that sexually offensive questions are to be avoided if they want to build positive interpersonal relations. If they persist, ask the Japanese teacher to remind them why it is inappropriate.

- **It is a Friday afternoon. As you are getting ready to go home, a teacher suddenly asks if you would like to join the school's drinking party tonight. You have plans to travel with your friends on the weekend, and want to get a good night's sleep.**

If your schedule allows, join the party. This could be the only time for an extended period that you and the Japanese teachers have a chance to get to know each other in an informal way. It will make your classes much smoother if you take the time to talk with and get to know your colleagues. But the party need not go on forever. When you have reached your limit, say that you have had a nice time but are very tired and have plans the next day.

- **Your suggestions for a lesson plan are met with the comment that the activities you are suggesting are not appropriate because they are not relevant to the university entrance examinations.**

You have a few options; arguing with the teacher over the relative merit of the university examination system, however, will not be a productive one. You may want to suggest a different activity that reinforces the material taught in the lesson and demonstrate the activity to the teacher. Alternately, you can go along with the teacher's plan and discuss how an activity, if carefully chosen, would aid the students' efforts to learn the material for the examinations. Whatever you do, sudden confrontation will not help.

- **Upon your arrival at school a teacher asks if you are tired.**

This is not because the teacher thinks you necessarily look tired. Rather, it is a way to thank you for your effort. There is a polite phrase in Japanese, *otsukaresama desu*, which literally translated means “(Honorable) you must be tired.” The true cultural meaning of this phrase, however, is an acknowledgment of someone's effort or hard work. In order to communicate a polite phrase to you, many Japanese people often directly translate that phrase into English, not realising that it sounds strange.

- **You have just seen a student being bullied, or are dealing with students not paying attention in class.**

Bullying should not be tolerated. It can also be said that not paying attention and talking in class disrupts other students' opportunity to learn. In Japan, homeroom teachers or the school guidance counselor are responsible for disciplining students. As an ALT you should refrain from disciplining at your own discretion, and first talk to the teacher responsible or one of your JTLs. It is likely that the way teachers in Japan deal with bullying and students breaking school rules differs from how teachers deal with it in your own country, so it is better to discuss the matter with your supervisor prior to being confronted with the situation so you will know how to best respond.

3) CIR Related Situations

- **You are asked to edit a document, do so, and then receive it back with corrections in red and are asked to re-do it.**

Remember that corrections are not personal attacks and that you share a common goal: creating the most accurate and easy to read translation.

Read through the suggested corrections and incorporate as many as possible into the document. If there are any corrections that you feel are inaccurate, discuss possible ways to make the document more clear. Try to come up with a version that both you and your colleagues can accept.

- **You make a suggestion concerning a project, but it is not acted upon.**

Not every project you suggest will be acted upon, and it is wise to think about the different reasons why. Timing can also be important. If there is no reaction to your project proposal, but you still feel it is worthwhile, try proposing it again when your supervisor is not so busy and may be able to listen. Offer suggestions in writing with supporting data whenever possible.

- **You find that you are teaching languages a great deal of the time.**

The classroom provides valuable opportunities to meet people and to conduct grassroots internationalisation. By incorporating activities into the lesson that introduce intercultural or global issues, your language classes will gain diversity, and become a vital part of your job. Remember that the balance between foreign language ability and understanding of that foreign culture is important and the integration of this concept into your classes can provide a whole new facet to teaching. If you have a chance to express your opinion, talk to your supervisor about finding balance in the content of your work duties.

4) Lifestyle Situations

- **You arrive in your town after Post-Arrival Orientation, and are about to be dropped off at your apartment where you will be left alone.**

Ask your supervisor when and where you need to report for work, how to get there and get emergency contact numbers. Find out how to work the lights, gas and other appliances in the apartment such as washing machine or air conditioner, and how to turn on the water heater for tap/bath water. Ask where stores are in your neighbourhood or ask your supervisor to help you shop for necessary items.

- **You are asked for the hundredth time if you can use chopsticks.**

This is one of the comments often made when a person does not know what else to say to start a conversation. It sounds like an innocuous question, but it may begin to annoy you, especially if you are asked as you are using them. Many Japanese people have heard that foreigners cannot use chopsticks, so they are surprised when you can.

- **You say a very simple Japanese phrase and are complimented on your excellent Japanese ability.**

Many Japanese people consider learning a foreign language to be an extremely difficult task. Likewise, many Japanese people are of the opinion that Japanese is a difficult language to learn. As a result, a non-Japanese person speaking in Japanese evokes surprise. You will probably hear this quite often, but try to not get annoyed. Simply saying “thank you” or politely refuting it is sufficient.

3.6. Communication in Japan

Group Dynamics

As a broad generalisation, Japanese social order is characterised by group conformity and hierarchy based on age or rank. In addition, there are many rules which cover all aspects of group functions and define the behaviour of the individual members. This strong group peer pressure can make it very difficult for the individual to differ from the norm. This does not mean that individual members always agree with one another, but that in order to minimize conflict and division within the group, individual opinion is often withheld. Each person has a very carefully defined position which is usually accepted and goes unchallenged. It is said in Japan that “the nail that sticks up gets hammered down.” Expressing one’s opinion without considering one’s position in the group or completely disavowing another individual’s opinion is frowned upon. Exceptions are sometimes made for foreigners in this area as it is understood that you may not instinctively act in accordance with these group dynamics. However, it is important for you to strive to find a workable balance between your concept of individualism and this group mentality.

Decision-making in Japan is also carried out on a group basis. There is hardly ever a single person who is responsible for a particular decision. The process begins at the bottom and gradually works its way to the top decision-makers. As a result, almost all persons become involved in one way or another in the end. This may seem very tedious and a waste of time. But, it is important for you to work at not becoming angry or frustrated. Rather, try to understand and respect that this is the way things are done in Japan. If you make a request, your supervisors must ask their bosses who in turn must talk to their superiors and so on. After this process is completed, you will receive your answer, which still may not be a straightforward yes or no. In Japan, patience and a level head are the most effective tools for communication in these situations.

An important aspect of Japanese society is the “*gaman*” spirit. *Gaman* is a Japanese word meaning “endurance” or “perseverance”. Part of being considered a responsible adult in Japan is the ability to “hang in there” in a less-than-pleasant situation instead of drawing attention to yourself by making a lot of noise. There may be some cases where, up to a point, you will be asked to act with that same *gaman* spirit.

Communication may pose a challenge for someone who is unfamiliar with the nature of the Japanese language. Although Japanese people may speak to you in English, they may use the language to communicate their ideas (ideas based on/interpreted through cultural assumptions) in a way that is similar to how things may be said in Japanese. In Japanese, there are special distinctions made for status and politeness in both formal and informal situations. There is also a certain level of indirectness. There are even foreign words used in Japanese that have retained only part of their original meaning. Some of these words may catch you by surprise when they are used in English with their Japanese meaning.

Working as a team member of a Japanese group can be a very rewarding experience. Furthermore, it is one of the best ways for you to learn exactly what makes Japanese society go round. Remember, if you feel your frustration level hitting a peak, it is best for you to sit back and take a good look at the situation before you act. Tactfully try to make yourself understood in a way that can resolve the situation with the most ease. If necessary, discuss the situation with friends and colleagues who are familiar with the Japanese system.

How you respond to a situation, regardless of who is in the wrong or where the misunderstanding lies, can greatly affect the success of your office relations and your time in Japan. It is good to try to make this experience a good one for both yourself and the others in your group.

3.7. Studying Japanese

It is extremely important to study Japanese. Not only will learning Japanese help you adjust to life in Japan, it will also increase opportunities to make friends and have a greater understanding of Japanese culture. Developing Japanese ability will strengthen your ability to communicate with your superiors, colleagues, students, friends, etc., but it should also be noted that your contracting organisation might expect and assess your willingness to study Japanese during performance evaluations.

Even learning a little Japanese before you arrive, like simple greetings, self-introductions, katakana and hiragana, will make it easier for you to build relationships with the people around you at work and help you to adjust more quickly. It will also help reduce anxiety and give you a smooth start to your new life in Japan.

To assist with studying Japanese, ALTs and SEAs receive *Japanese for JETs* and CIRs receive *Japanese for CIRs*. These textbooks are not only useful for Japanese study, but also contain practical information about life in Japan. *Japanese for JETs* introduces common vocabulary and information used in everyday life and in the workplace. *Japanese for CIRs* contains vocabulary and expressions that are typically used in Japanese offices and also explains the structure of Japanese government organisations. Both of these books will be useful to refer to when dealing with situations that arise in your daily life.

There are many different ways of learning Japanese. The most important thing is to find a learning method that suits your lifestyle, where you live, and your work environment. Some methods of learning Japanese are: enrolling in the JET Programme Japanese Language Courses, attending a Japanese language school, buying materials for learning Japanese, listening to radio or watching TV programmes, or using the wealth of Japanese learning sites and smartphone applications available online. Look around and ask other JET Programme Participants around you before deciding on the method of learning Japanese that best suits you. Once you have decided on your method, make sure to keep it up and study as often as you can.

3.7.1. JET Programme Japanese Language Courses

To support JET Programme Participants' efforts to learn Japanese in Japan, CLAIR provides a number of free online Japanese language courses. You can register for the Japanese Language Course before you arrive in Japan. Please refer to your correspondence with your contracting organisation, the Japanese Language Course Guide (which you will receive after your arrival in Japan), the JET Programme's website, and *CLAIR News* for more information about course content and the application process.

3.7.2. Japanese-Language Proficiency Test Grant (N3 and above)

CLAIR offers a grant for JET Programme Participants who pass N3 or a higher level of the Japanese-Language Proficiency Test (JLPT) and meet the grant eligibility requirements.

3.7.3 JET Programme Translation and Interpretation Course

To help JET Programme Participants gain translation and interpretation skills necessary to carry out their duties, CLAIR provides a translation and interpretation course. The course is divided into the Chinese/Korean course and the English course. Participants are recruited through contracting organisations and may be required to take an admission test due to the limited number of slots available.

Chapter 4: **Living in Japan**

第4章 日本での生活

4.1. Observing the Laws

It is obvious you must abide by Japanese law, but it is especially important for JET Programme Participants, as you are teachers and/or local government employees and thus in a position of responsibility. If you break the law, it is likely that your term of appointment will be terminated.

Please comply with the law at all times.

1) Drinking and Driving

The consequences for driving while under the influence of alcohol in Japan are severe. Furthermore, insurance will not cover alcohol-related accidents.

Japanese laws are severe for drinking and driving infractions. Anyone caught driving with even a small amount of alcohol in their system will serve time in prison, pay a fine, or may have their licence suspended. If the driver is determined to have been intoxicated, regardless of whether there was an accident or not, the driver will receive a prison sentence or a fine and have their licence revoked. Moreover, if you were drinking with the driver, you can be held responsible.

Accidents and traffic offenses related to driving under the influence of alcohol are subject to harsh civil and criminal penalties. Disciplinary action levied on government employees and teachers is harsher than that levied on others in Japan as they are expected to set an example for the community. As local government employees and/or teachers, JET Programme Participants will be terminated if they are found guilty of drinking and driving.

If you have been drinking, you must not drive. If your friends have been drinking, it is your responsibility to make sure they do not drive. In Japan, if you ride in a car driven by an intoxicated driver, or lend someone a vehicle knowing they intend to drive while intoxicated, or do not try to stop them, or even provide them alcohol while knowing they intended to drive, you can be held responsible regardless of whether you have been drinking or not.

Also, as bicycles are classified similarly to vehicles, you must not ride your bicycle while under the influence of alcohol.

2) Traffic Accidents

In the event of a traffic accident, you must carry out the following steps:

- Move the car to a safe place and turn off the engine.
- If someone is injured, call an ambulance (Tel. 119) and provide as much assistance as you can until they arrive.
- Contact the police (Tel. 110) and your supervisor. You must contact the police in the event of a traffic accident. If you are unable to explain the situation in Japanese, please contact your supervisor first and have them contact the police on your behalf.
- Procure the name and contact details of the other person(s) involved in the accident, and wait for the police to arrive.

Note: You must never leave the scene of an accident without contacting the police, even if you believe the damages to be insignificant.

3) Drugs

In Japan there is no distinction of severity between different types of illegal drugs. Marijuana and heroin are both illegal drugs with heavy penalties. Furthermore, not only will drug use have a significant negative impact on your co-workers, but your fellow JET Programme Participants will also likely be doubted by their own contracting organisations and in some cases even subject to questioning by the police. JET Programme Participants should, under no circumstances, use or be involved in the use of illegal drugs.

4) Interactions with Children

In Japan, even in cases of mutual consent, it is strictly forbidden by law to engage in sexual activity with a person under 13 years of age. In cases of sexual conduct where the victim is between the ages of 13 and 18, the offender will be punished according to their local government's juvenile protection ordinance. Furthermore, molestation (bodily contact, kissing, removing the underage party's clothing, etc.) is punished in the same way.

In addition to these points, as the JET Programme Terms and Conditions specify that "the JET shall not behave in a manner which would discredit or damage the reputation of the contracting organisation or the JET Programme", it is highly likely that disciplinary measures will be taken and you will not be able to continue working.

As a teacher and/or employee of a local government, you are required to behave according to high ethical standards. Please remain conscious of this fact and behave in a way that earns the trust of your students, co-workers and members of the local community.

4.2. Customs and Etiquette

Japanese customs and etiquette can be very different from those of your own country, and can be a source of confusion. Before coming to Japan, it is recommended that you familiarise yourself with everyday etiquette, common greetings, business manners, and proper conduct when eating meals in Japan. Formal events such as weddings and funerals also involve many prescribed customs to be followed, and it is recommended that you ask the Japanese people around you for advice before attending an important event.

4.3. Housing

1) JET Participant Housing

JET Programme Participants are responsible for their own accommodation arrangements. In some cases, contracting organisations may designate housing arrangements or suggest a service for the JET Programme Participants to use when making arrangements; please confirm with your contracting organisation before making arrangements of your own.

Please note that in the case where you decide to change your housing arrangements, your contracting organisation is under no obligation to assist you in arranging new housing.

2) Housing Costs

JET Programme Participants are responsible for all housing-related costs, including repair, refurbishing, and cleaning fees both during your stay and when you leave, moving fees in the case you change residences, as well as commission fees when using a real estate agent or other housing service. You may have to pay the equivalent of two to six month's rent immediately after arriving in Japan in order to move into housing. Monthly rent depends on convenience of location, facilities in the room or building, apartment size, and how long ago the building was built or refurbished.

3) Choosing a Home

When making accommodation arrangements, please take into consideration the level of safety of the accommodation and the surrounding area.

4) Useful Housing Information

LDK (L = Living room; D = Dining area; K = Kitchen)

Apartments are described by different combinations of the letters "LDK" and/or in square metres. For example, a 2DK has two rooms and a dining kitchen, a 1K has one room and a small kitchen, a 3LDK has three rooms with a large combined living/dining/kitchen space. Some apartments are described as "one room." Real estate agents usually have apartment floor plans that show the layout of the apartment, including details on bathroom/toilet facilities and whether the rooms are western or Japanese-style. Ds and Ks usually have wooden floors, regardless of the western/Japanese make-up of the rest of the apartment. It is quite common to find apartments with a mixture of *washitsu* (Japanese style) and *yōshitsu* (Western-style) rooms.

【Sample Room Layout (1K)】



Washitsu (Japanese-style rooms)

The floor is covered with *tatami* mats and the windows may have *shōji* (paper screens) in place of curtains. Most *washitsu* have an *oshiire* (closet with sliding doors) for the storage of *futon* (bedding). The floor area of *washitsu* is measured in *tatami* mats: rooms are “six-mat”, “eight-mat”, etc. The average size of a *tatami* mat is 2m×1m, however, *tatami* mats in newer buildings may be a little smaller, and the size of *tatami* may differ according to the region.

Shikikin (Deposit)

The *shikikin* deposit is used to cover any damage to the apartment or any cleaning that is necessary when you leave. Some contracts may also stipulate whether you will get the deposit back in full or only receive a percentage of the deposit regardless of the condition of the apartment when you leave. It is a good idea to clarify this at the time you enter into the contract.

Reikin (Key Money)

Key money is a non-refundable gratuity paid to landlords when newly renting an apartment from them. Whether or not you must pay key money will depend on the area you live in and other factors.

Bathrooms & Toilets

Most modern apartments have a unit bath combining a small, deep bathtub, as well as a shower unit and basin. Hot water is usually from a gas or electric heater. Some gas heater units have levers to turn and buttons to push in order to ignite the water heating unit. These units are quite common and are perfectly safe. It is wise to ask someone to explain how to use your unit and try it yourself a few times when you move in to avoid confusion later on.

Toilets are either in the unit bathroom or in a separate toilet room. They come in Western and Japanese styles (for the latter, you squat facing the plumbing or hood of the fixture).

5) Furnishing Your Apartment

Before coming to Japan, discuss with your contracting organisation whether or not you will be required to purchase furnishings for your apartment.

Note on futons and tatami:

- Futons are laid out directly on the floor. A full futon set consists of: a base futon (*shikibuton*) which goes directly on the floor, a futon to cover yourself (*kakebuton*) which you might call a blanket/duvet/comforter, and a pillow (*makura*).
- Futon care: If you have a futon, be sure to fold it up and put it away in the closet every day. If you leave it on the *tatami*, the *tatami* will get mouldy. As futons absorb body moisture, most Japanese air out their futons regularly on the veranda. Try to air out your futon when you are home in case of sudden rain.
- *Tatami* mats: These can be vacuumed and should be wiped with a damp cloth to remove dust.

4.4. Computers and Telephone

1) Computers

① Voltage/Plugs

The voltage in Japan is 100 volts and runs on a frequency of 50 Hz or 60 Hz. Some homes are wired for 200 volts, so please check with your landlord. Most new laptops come with auto-switching or have a universal voltage supply which allows usage anywhere in the world, so please check the instruction manual for your computer. You may need a new cord with a two-prong plug or a travel plug adapter.

② Internet

The types of connection available will depend on the area and building in which you live, so please confirm with the party in charge of your residence (landlord, management company, etc.). You may wish to ask fellow JET Programme Participants and colleagues about which Internet Service Provider they use.

2) Telephone Services

The available services will depend on your area. You may have the option of leasing the landline from NTT, but there may also be phone services that are included in internet packages. Ask at the local electronics shop what services are available, or ask your co-workers what services they are using.

3) Mobile Phones and Smartphones

After arriving in Japan, there are various ways to set up a new phone service. For example, you may wish to sign a contract with a Japanese mobile phone company or obtain a new SIM card. Please decide for yourself which method is most suitable for your needs.

You will need personal identification and a number of other documents in order to purchase a mobile phone or set up a mobile phone plan. Please check what documents are required with your provider of choice in advance.

4.5. Financial Institutions

4.5.1. Bank Account

1) Banks

Banks in Japan are generally open from Monday to Friday. However, many banks close at earlier hours compared to what you may be used to in other countries. Banks are closed on Saturdays, Sundays, and holidays. When visiting the service counter of the bank, you will be required to take a number ticket from a machine. This indicates the order in which you will be served.

Opening a bank account will be one of your first concerns upon arrival. You can also have your utilities (water, electricity, gas, etc.) and other bills automatically withdrawn from your bank account by completing certain procedures.

2) Post Offices (Japan Post Bank Account)

In addition to banks, post offices also provide banking services. Post offices are generally open from Monday to Friday. Some post offices are also open on Saturdays with restricted business hours. Main city offices and large branches may stay open later on weekdays and Saturdays than smaller branches, or even offer a 24 hour window. You can spot post offices by their mark: a red ㊮.

Each post office will have windows for banking purposes. If you open a postal savings account (*yūbin chokin kōza*), money can be withdrawn or deposited at any post office nationwide. ATMs can be accessed from any post office throughout Japan, and automatic payment of bills is also possible.

Japan Post English Website: www.post.japanpost.jp/index_en.html (provides explanation of Japan Post services in English).

3) Automatic Teller Machines (ATMs)

ATMs can generally be found in banks and convenience stores. Hours of operation vary by financial institution. Be aware that, in many cases, you will be charged a fee for using ATMs outside of the financial institution's specified hours of operation, such as weekends, holidays, and weeknights.

【ATM English Operation Key Guide】

① Transaction Selection Keys

<i>oazukeire</i> お預け入れ (Deposit)	<i>ofurikae</i> お振り替え (Transfer)	<i>tsūchō kinyū</i> 通帳記入 (Update Passbook)
<i>ohikidashi</i> お引き出し (Withdrawal)	<i>ofurikomi</i> お振り込み (Remittance/Payment)	<i>zandaka shōkai</i> 残高照会 (Check Account Balance)
<i>zandaka shōkai go ohikidashi</i> 残高照会後お引き出し (Make Withdrawal After Checking Balance)		

② Other Operation Keys

万 (<i>man</i>) 10,000	千 (<i>sen</i>) 1,000	円 (<i>en</i>) ¥
確認 (<i>kakunin</i>) Press this key to confirm	訂正 (<i>teisei</i>) Press this key to make a correction	取消 (<i>torikeshi</i>) Press this key to cancel the transaction

4.5.2. Sending Money Home

In Japan, two main methods of sending money home are through the bank or post office. The method you use will depend on a number of factors: urgency, safety, expense, and convenience.

1) Sending Money Home Through the Bank

Each bank has a slightly different policy concerning sending money abroad. Shop around and try to find a bank with a connection to your home bank, and confirm which method of sending money is best for you. The following are a few examples of money sending methods:

- Remittance Cheque (*sōkin kogitte*)
- Telegraphic Transfer (*denshin sōkin*)
- Overseas Remittance Account (*kaigai sōkin-yō kōza*)

2) Sending Money Home Through the Post Office

For information regarding international post remittance, contact your local post office or call the English Postal Services Information at 0570-046-111 (0120-232-886 free-dial for enquiries in Japanese, or 0570-046-666 for enquiries in Japanese from a mobile phone) from Monday to Friday, 8:00-21:00, or Saturdays, Sundays and public holidays, 9:00-21:00.

Japanese Post website: www.post.japanpost.jp/index_en.html

Japan Post Bank website: www.jp-bank.japanpost.jp/en_index.html

4.6. Personal Seal (*Inkan*)

In Japan, an *inkan* is often used instead of a signature to confirm a person's identification or authorisation. These seals are used primarily in official situations such as opening a bank account, signing contracts, and approving official documents.

There are two basic kinds of *inkan*: *mitome-in* (personal seal that is not registered) and *jitsu-in* (legal registered seal). A personal seal can be used in daily matters, such as approving papers that are passed around the office. A legal registered seal is one which is registered at the Citizens Affairs Division of your city/town hall. After registering your seal, you can obtain a certificate of *inkan* authenticity. This certificate is required in cases such as purchasing an automobile, buying or selling property, or taking out a loan. Your legal registered seal and certificate of *inkan* authenticity are important and valuable, so keep them in a safe place. You can only legally register one seal.

4.7. Driving

JET Programme Participants must receive permission from their contracting organisation in order to drive for work-related travel, but do not need permission to own a vehicle, or drive in their free time. When driving, you must be in possession of a valid driving licence. Also ensure that you have taken out the appropriate insurance (see section 4.7.3).

4.7.1. Licences

1) International Driving Permit (IDP)

JET Programme Participants from countries that have joined the Geneva Convention are able to obtain an International Driving Permit (IDP) from their home country prior to coming to Japan. As the kind of vehicle you can drive with an IDP varies according to the kind of IDP (A~E), please verify the kind of IDP when you obtain it. You can only use an IDP in Japan for a maximum period of one year from the initial date of entry (arrival in Japan), or until the expiration date on the permit, whichever comes first.

Even if JET Programme Participants in their second or later year return home temporarily (for less than 3 months) and obtain a new IDP, it will not be valid for driving in Japan. In order for JET Programme Participants in their second or later year to drive in Japan, they must obtain a Japanese driver's licence.

Along with an IDP, you must also carry your passport with you while driving.

Those who possess a licence issued in France, Germany, Switzerland, Belgium, Estonia, Monaco, or Taiwan are permitted to drive in Japan for a year after the initial date of entry in Japan, or the date of expiry of the licence whichever comes first. JET Programme Participants from these countries must carry an official translation of their licence issued by organisations such as the Japan Automobile Federation Branch Office (JAF), and their passport when driving. To continue driving in Japan on your second year on the JET Programme, you must convert your home countries' licence into a Japanese licence.

2) Converting your Home Countries' Driver's licence into a Japanese Driver's Licence

To convert your home countries' driver's licence into a Japanese driver's licence, you will need a valid overseas licence. Please note that applicants must be able to prove that they were in the country where the licence was issued for at least three months after obtaining the licence. You can apply for a Japanese driver's licence at your local Driver and Vehicle Licensing Centre (*unten menkyo sentā* – in some places known as *unten menkyo shikenjō*). At the centre, you must submit all necessary documents and you may be required to take a variety of tests in order to assess your knowledge regarding driving in Japan as well as your aptitude to drive. However, some JET Programme Participants may be exempt from taking tests, depending on the authority that issued their driver's license. As the procedures for obtaining a Japanese driver's licence may vary according to licensing centre, make sure to check with the licensing centre.

4.7.2. Japan Automobile Federation (JAF)

It is your responsibility to understand and follow the rules of the road in Japan. Information about road rules and road signs is available in English on the Japan Automobile Federation (JAF) website. The publication *Rules of the Road* is also available for purchase in English, Chinese, Spanish, and Portuguese.

Additionally, JAF provides various other services for drivers such as roadside assistance and licence translation.

Japan Automobile Federation (JAF) website.

<https://english.jaf.or.jp/>(English)

<https://jaf.or.jp/>(Japanese)

4.7.3. Owning a Vehicle

1) Buying a Vehicle

Vehicle owners must fulfill the following legal obligations:

- Obtain proof of parking place (*shako shōmeisho*).
The vehicle must have its own fixed parking space. Permanent parking in a public car-park or on the road is not allowed.
- Register the vehicle.
All vehicles must be registered, with the number appearing on the licence plate. Licence plates must be attached to the vehicle.
- Have a registered personal seal (*inkan*). (Registration can be done at one's local town/city hall.)
- Pay all three of the following types of taxes:
 1. Environmental Performance Tax (*jidōshazei kankyōseinōwari*): paid only once when you buy a car.
 2. Automobile tonnage tax: levied according to the weight of the car and paid at purchase and subsequent inspections.
 3. Automobile classification tax (*jidōshazei shubetsuwari*): paid by owner as of 1 April each year.
- Vehicle inspection (*shaken*).
All vehicles must undergo and pass a periodic vehicle safety inspection. Costs and frequency (every 2 or 3 years) will vary depending on the year the vehicle was manufactured and the weight. A certificate and sticker will be issued for vehicles which pass the inspection. The certificate of inspection must be carried by the driver at all times while driving and the sticker displayed on the front windshield. A brand new vehicle will undergo the first inspection three years after purchase.
- It is necessary to enrol in limited compulsory liability insurance (*jidōsha songai baishō sekinin hoken*). In addition, you are strongly encouraged to also enrol in the more comprehensive optional insurance (*jidōsha nin'i hoken*).

2) Insurance

It is necessary to enrol in compulsory liability insurance (*jidōsha songai baishō sekinin hoken*). Because liability insurance might not provide adequate coverage to the JET participant.

In addition, you are strongly encouraged to also enrol in an optional comprehensive insurance (*jidōsha nin'i hoken*).

You can get advice about which insurance policy is best for you by visiting an insurance broker (*hoken no madoguchi*).

3) Vehicle Disposal

When you leave Japan or need to get rid of your vehicle, it must be disposed of properly. You will be liable for vehicle tax until you properly dispose of the vehicle. If you are unable to sell your vehicle to another individual and car dealerships judge that it has no resale value, you will have to dispose of the vehicle (*haisha*). You can process the paperwork necessary for vehicle disposal yourself, but the paperwork and disposal is usually handled by a vehicle sales or disposal company. For more detailed information about the process, enquire with a company in your area.

4) Motorcycles and Mopeds

In Japan, drivers and passengers on motorcycles (3-wheeled motorcycles excluded) and scooters must wear a

helmet. Motorcycles of 251cc and above require shaken. It is illegal to carry a passenger on a moped (gentsuki) and the operator must wear a helmet. It is also illegal to carry a passenger on a motorcycle or a moped over 51cc

- When it is not equipped with a passenger seat.
- When the driver has had their motorcycle licence for less than one year. (Even if the driver has experience driving abroad, they are classified as a “new driver” for one year after switching to a Japanese licence).

Note: As these conditions may be different for the expressway, please confirm the rules for motorcycles on the expressway.

Please note that you cannot ride any motorised bike or moped of 125cc or less on the expressway. Also note that whether or not you are allowed to drive a moped in Japan depends on the type of International Driving Permit.

When selling, purchasing or receiving a car or motorcycle from another person (including another JET participant), please be sure to refer to the guidelines outlined above. In Japan, the disposal of an automobile or motorcycles takes both money and effort. Please be aware of the disposal process before you agree to own an automobile or motorcycle. You must not abandon or give away an automobile or motorcycle without filing the proper paperwork.

4.8. Travelling Abroad

1) Vaccinations

Ask your travel agency if vaccinations are necessary when traveling to your chosen destination.

2) Passport

When travelling overseas, JET Programme Participants should take a copy of the photo page of their valid passport, as well as a copy of the page(s) that show the Status of Residence and Period of Stay. These copies should be kept separately from your passport.

If you lose your passport abroad:

- Contact your home country embassy in the country you are visiting and apply for a new passport.

3) Re-entry Permit

In principle, if you have a valid passport and a valid Residence Card and leave Japan, you will be able to re-enter Japan within one year from departing (or before your Period of Stay expires). **When you leave Japan, be sure to tick the column “I am leaving Japan temporarily and will return” on an ED Card for Special Re-entry Permit, in addition to showing your Residence Card.** Your Period of Stay cannot be extended while outside of Japan.

If you lose your Residence Card abroad:

- It is possible to re-enter Japan even if you lose your Residence Card. However, you are required to submit proof of your Status of Residence, Period of Stay, etc. while acquiring your boarding pass at the port of departure. In such a case, contact your contracting organisation and ask them to obtain a proof of re-entry permit from the Immigration Bureau, and then forward this document to you.
- Make sure to obtain your Residence Card from the Immigration Bureau as soon as possible after re-entering Japan.

4) Miscellaneous

- Leave itinerary and contact numbers with your contracting organisation and supervisor in case of emergencies. It is also a good idea to leave your itinerary with friends or family at home.

- Contact your embassy or check the website of your home government's foreign office for travel advice.
- It is recommended to check with the embassy of the country you wish to visit and ask what the customs restrictions are and whether you need to obtain an entry visa.
- When you leave Japan, you will need to fill in a Re-entry Embarkation/Disembarkation Card. The Disembarkation Card will be attached to your passport. Do not remove it. You will need it when you return to Japan.
- When you return to Japan, you can use the Re-entry or Foreign Passport line at Immigration.
- Customs: please check what articles are prohibited from being brought into Japan.

4.9. The Association for Japan Exchange and Teaching (AJET)

The Association for Japan Exchange and Teaching (AJET) is an independent support association comprised of volunteers who are current JET Programme Participants. AJET is the sole representative body for JET Programme Participants and supports the JET Programme by providing support and information to JET Programme Participants.

AJET is organised into two levels, each with its own specific roles and duties: National AJET and local AJET chapters. National AJET serves as the communication nexus for the local AJET chapters, provides resources for JET Programme Participants through the AJET website and works collaboratively with the JET Programme administrators in various ways. The AJET National Council is in general elected by current JET Programme Participants and its members serve for one year. The council consists of three executives who administer AJET, eleven block representatives, a CIR representative and other posts. Block representatives are responsible for their home prefecture and 3~4 neighboring prefectures and serve as liaisons between National AJET and the local AJET chapters in their block. In addition, there are several appointed officers who supervise various National AJET initiatives. Local AJET chapters provide support, organise events, and keep JET Programme Participants informed of issues affecting them on a local level.



4.10. Multilingual Information about Living in Japan

CLAIR offers multilingual information regarding life in Japan and emergency information, which can be found on CLAIR's website.

(Languages available: English, Chinese, Korean, Spanish, Portuguese, Tagalog, Vietnamese, Indonesian, Thai, German, French, Russian, Burmese, Japanese (with Furigana), and simple Japanese. (Please refer to the Appendices in the back.)

In addition, you can access this information via an a free app (iOS/Android supported). (However, Burmese is not supported.)

The Ministry of Justice has also created a website to help foreign nationals living in Japan. You can access it from the following link:

(Japanese, English, and Vietnamese are supported.)

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00055.html

Chapter 5: **Safety**

第5章 安全

5.1. Security

Japan is known as a safe country. However, it is not possible to say that Japan is completely safe.

The most important thing you can do to ensure your safety is to take the same precautions that you would take in your home country.

1) Home Security Tips

- Be selective when giving out your home address or phone number.
- Obtain your supervisor's contact phone number.
- Double-check that doors and windows are locked before you leave the house.
- Know who is at your door before opening it. Ask to see identification if you do not know the visitor.
- Keep the door chained when dealing with visitors that you do not recognise.
- Do not answer personal questions from strangers on the telephone.
- If you come home and think that it has been entered, do not go in. Call the police by dialling 110.

2) What to do if you are involved in an accident or if you become the victim of a crime

- If you are injured, call a friend, colleague or interpreter. Go to a hospital and call the police.
- If you are sexually assaulted, to aid in the police investigation, do not take a shower until you have been seen by a doctor. Call a friend or colleague, ask them to accompany you to a hospital and help you call the police. For further information about what to do in the case of sexual assault, please refer to page 139.
- Speak to your supervisor or a colleague. Describe what happened, what you want to be kept confidential and what actions might improve the situation. Keep in mind that your supervisor may need to report or consult with their superiors in order to move forward in resolving the problem.
- Discuss what to do to prevent the crime from reoccurring and what to do if it does reoccur.
- Inform the Host Prefecture/Designated City and any other relevant authorities (police, etc.) if necessary.
- Seek counselling if necessary.

3) Police in Japan

Police in Japan patrol the streets and educate the public on crime prevention and traffic safety, helping to ensure citizens' well-being regardless of the time of day. Therefore, if you encounter a traffic accident or incident, or even if you are simply walking in your town on a weekend, you may be approached by a police officer. As public safety is a top priority, the police have the right under Japanese law to ask you questions, and you are required to fully cooperate.

For information and enquiries on police related matters besides urgent incidents and accidents, you can dial #9110. This service usually is available from Monday to Friday, from 8:30 to 17:15 (please note that the hours and languages available may vary by prefecture).

5.2. Fires, Natural Disasters, and Contact Information

If a fire or natural disaster occurs, please protect yourself and put your safety first. See the information below about safety tips, contact information, and how information is disseminated during a disaster. If you are using a smartphone, download the Safety Tips app (found in the Appendices) and be sure to register with CLAIR's Emergency Contact/Safety Confirmation System.

1) Fires: Safety Tips

- Have a fire extinguisher handy.
- In the case of a fire, yell “*Kaji!*” (fire), and call 119. Evacuate if necessary.

2) Natural Disasters

Japan experiences earthquakes, landslides, typhoons, floods, tsunami, tornadoes, and volcanic eruptions. Precautions should always be taken, and JET Programme Participants should not put themselves in danger. The local government in your area will have emergency measures in case a disaster occurs, so please be sure to enquire with the local government for more information. In addition, please be sure to register your information with your embassy in Japan.

Each neighbourhood has a designated area where citizens can gather when a natural disaster causes fire or disrupts the gas, power, and water supplies. Find out beforehand where this evacuation area is from your neighbour or local town office. In addition, please make sure to consult with your landlord and contracting organisation to see if there is a set procedure to follow in the case of an emergency (both at home and at work).

3) Contact Information

CLAIR has implemented a safety confirmation system in case of a large-scale disaster. After you arrive in Japan, if you have a smartphone be sure to register with CLAIR's Emergency Contact/Safety Confirmation System. Please see the Appendices in the back of this book for how to register and be sure to provide at least one e-mail address or mobile phone number.

JET Programme Participants are expected to give their emergency contact details to their supervisors. If a major natural disaster occurs, please make contact with your supervisor as soon as possible, and give them information on your well-being. In addition, respond to e-mails from the safety confirmation system if necessary. In the case of multiple strong earthquakes, please respond to each e-mail that you receive.

4) Disaster Emergency Contact System

Emergency contact procedures for when JET Programme Participants are involved in disaster situations are outlined below. (A large-scale disaster is defined as a situation in which the safety of a large number of people is threatened, e.g. natural disasters, train/boat/plane accidents and terrorism-related incidents, etc.). If an emergency arises, JET Programme Participants must report their situation based on the guidelines below.

① Contact

In the event of a large-scale disaster, you should make contact with your contracting organisation as soon as possible and inform them of your situation.

If you cannot make contact with your contracting organisation, you should contact your Host Prefecture/ Designated City, and if you cannot reach them, you should contact CLAIR directly.

② Means of Contact

Contact should be made via telephone or e-mail. If you use e-mail, please write your return address in the main body and make sure your settings allow for you to receive a delivery confirmation.

If you receive an e-mail from the independent CLAIR Auxiliary Safety Confirmation system, reply as soon as possible. Furthermore, please also make a separate phone call or send a separate e-mail as well.

Saigai-yō Dengon Dial (Tel. 171)

When a disaster occurs, it is often difficult to make telephone calls to the affected area. In such circumstances, you can use the *Saigai-yō Dengon Dial* service (171). People outside the area can listen to recorded messages made by those in the affected area regarding their safety, etc. Similarly, people outside the area can send messages to people in the affected area.

Notification of the introduction of the NTT *Saigai-yō Dengon Dial* service will be made on the radio and television, etc. You can use the service by dialling 171 and following the guidance in Japanese to record or listen to messages.

Please note that this service is not available in languages other than Japanese, including English, but information on how to use this service in English is available on the following website:

<http://www.ntt-east.co.jp/en/saigai/voice171/>

5) Insurance

JET Programme Participants are NOT provided with property insurance. Please consider purchasing property insurance (for fires, earthquakes, etc.). Costs shall be borne by the JET Programme Participants themselves.

6) The Emergency Pocket Guide

On the JET Programme Homepage, you can download the Emergency Pocket Guide that CLAIR hands out at orientation. You can also use the link below to download.

7) Disaster Preparedness Apps

On the JET Programme Homepage, you can find a multilingual app for emergencies that can send you notifications when a disaster occurs.

<http://jetprogramme.org/en/emergency-support/>

- Resources from CLAIR
 - Emergency Pocket Guide
<http://jetprogramme.org/en/support/>
 - Multilingual Information about Living in Japan (with disaster prevention tips).
(Available in 14 languages, PDF • App for android/iOS)
<http://www.clair.or.jp/tagengo/index.html>
- Japan Tourism Agency App (See the Appendices in the back of this book)
 - 「Safety Tips」
The Safety Tips app notifies a user with earthquake early warnings, tsunami warnings, volcano warnings, weather warnings, and Civil Protection Information issued in Japan (available in Japanese, English, Chinese, and Korean).
<http://www.rcsc.co.jp/safety>
(Please refer to the Appendices in the back.)

8) Disaster Preparedness Drills

The JET participant's local region or place of work will often regularly have disaster preparedness drills. Please be sure to participate in these drills. It is essential that in the event of a natural disaster, you know where to evacuate and what to do.

5.3. Sexual Harassment

CLAIR has included information in the *Contracting Organisation Manual (Nin'yō Dantai Manyuaru)* about sexual harassment, how to avoid it, and what to do if it happens. If you wish to speak with your supervisor about this subject, please confirm that they have read the relevant passage in the *Contracting Organisation Manual*.

1) Prevention

The most important thing you can do to ensure your safety is to take the same precautions that you would take in your home country.

- If you feel in danger of experiencing sexual harassment, discuss the issue with your supervisor and colleagues. Try to establish one or more particularly strong relationships in your office. Having these relationships will prove to be invaluable in cases where you need someone to help out with problem situations.
- Keeping in mind that JET Programme Participants may attract attention, enquire about and take note of precautions taken by Japanese people.
- If necessary, communicate that you want to be treated as an equal, with courtesy and respect, and act accordingly.
- Be aware of those around you, especially when alcohol is involved. If you feel the threat of sexual harassment from anyone, regardless of who the person is, seek help.

2) What to do if you are experiencing sexual harassment:

- Ask the person to stop. Say that you are offended, that the person is being rude, that the joke is not funny, etc.
- Move away or enlist the aid of onlookers.

3) What to do if you are a victim of sexual harassment:

- Speak to your supervisor or colleague. If you are sexually harassed by your supervisor, talk to a trusted colleague if possible. Say what happened and what you want to keep confidential. Discuss what you can do or would like to be done.

- Be aware that if you want some sort of action to be taken, other people, including the harasser, will likely be involved.
- Do not blame yourself.

Refer to the Appendices at the back of this book for a list of Sexual Harassment Enquiry Centres and resources.

5.4. Sexual Assault

There have been cases of JET Programme participants being the victims of sexual assault. Many assaults are committed by someone close to the victim, and there have been sexual assault cases between JET Programme participants. Below, you will find steps that you can take to help avoid sexual assault, as well as what to do if you become a victim of sexual assault.

1) Prevention

The majority of sexual assault cases take place on the road, in mid-to-high rise residential buildings, and in particular on the way to the victim's home. In addition, even if someone is your friend, it is important to always keep your guard up, as in most cases the perpetrator knows the victim. Below are some preventive measures you can take.

On the way home:

- When going home, walk in groups, with your friends or coworkers. If you are going home at night, have friends or family come pick you up.
- Since sexual assault often takes place close to home, when taking a taxi, be sure to be dropped off at the entrance of your home and not before then.
- Be aware of your surroundings when going home, as perpetrators will often observe their victim going out at night (for example to the convenience store, etc.).
- If you must go home alone, be aware of your surroundings and carry a personal alarm or have your phone ready to dial the police.

At home:

- When moving into your residence, request a new key and remember to double lock your doors and windows.
- Be sure to lock your balcony, as offenders may sometimes enter a home through the balcony door, even in high-rise buildings.
- When entering your home, make sure that there are no strangers nearby.
- Do not put your name on your mailbox or door.
- When throwing away letters or postcards with your address, be sure to shred them before disposing of them.
- Be aware of the laundry you are hanging up on your balcony, and avoid hanging up laundry that implies you are a woman living alone.

Other things to keep in mind:

- If you are at a party, a nomikai, or a club, do not drink from a glass handed to you by a stranger, and be sure not to leave any of your drinks unattended.
- Even if you are close friends, think carefully before you let anyone into your room. Likewise, think carefully before entering the room of someone else.

2) What to do if you feel threatened or at risk of sexual assault:

- Sound a personal alarm. (You can find personal alarms, or bōhan būsā, to carry with you at home centres, shopping malls, and electronic stores.)
- Scream for help if others are nearby.
- Try to remember the offender's clothing, their face, height, and what they look like.

3) What to do immediately after sexual assault:

1. First, take a few deep breaths.

After experiencing sexual assault or rape, you may feel scared, ashamed, guilty, or be in shock. However, please realize that whatever you are feeling is normal. While you may be afraid to talk about your assault,

please realize it is important that you get help.

It may be difficult for you to talk about how the assault happened, but please remember that you have the right to report it to the police. It is not your fault.

2. Make sure you are safe.

If the offender ran away and you are inside, make sure you lock the room. If you are outside, ask for help from a passerby or go to a nearby convenience store, etc.

3. Preserve evidence of the crime.

Even if you are wondering whether you should report the crime to the police or press charges, it is important to preserve all physical evidence of the crime in order to verify the assailant. Do not bathe, shower, wash your hands, or brush your teeth before being examined.

In addition, in the case of rape, bring your clothing along with other evidence to the police or hospital; be sure not to wash your clothing.

Take each article of clothing and separate them into different paper bags, do not use plastic bags. Do not clean the area where the rape took place, and try to preserve the scene of the crime.

If you report the crime to the police:

Dial 110 or visit a *kōban* (police box). You can also ask nearby people or those at a convenience store or similar place to help you report the crime to the police. Ask for an interpreter if needed, and follow the police's directions.

The police will check on the victim and conduct a medical examination at the hospital. The police will respect the victim's experience and privacy to the utmost degree.

If you are hesitant about going to the police:

(a.) If you are hesitant about going to the police because you do not speak Japanese well:

- Contact your PA or supervisor from your Contracting Organisation and ask for help in reporting the incident to the police.
- Talk to a trusted friend, and ask them for help reporting to the police.
- If you are unable to contact your supervisor or PA, try to communicate as much as you can in Japanese and English. Or, go to a nearby *kōban* (police box) and try to express yourself as best as you can, through either gestures or drawings.

(b.) If you are hesitant about going to the police because you do not want your coworkers or acquaintances to know you were sexually assaulted, or if you were sexually assaulted by a coworker or acquaintance:

- The police must ensure privacy and protect the victim's confidentiality. Please know it is safe to talk to them.
- If it is difficult for you to talk to the police, then try to visit an organisation such as a sexual assault relief centre, so that you can receive counselling and medical care.
- If you are a woman, taking an emergency contraceptive pill within 72 hours after the assault will almost always prevent unwanted pregnancies. If you are afraid of STDs/STIs and unwanted pregnancy, consult with a medical professional or visit a Sexual Assault Relief Centre.

Sexual Assault Relief Centres

Sexual Assault Relief Centres are located in every prefecture, and victims can receive immediate psychological help- such as counseling and consultations, as well as legal support and support regarding the investigation. In addition, these Sexual Assault Relief Centres will respect privacy to the utmost degree, so feel free to consult with them. Some of these centres, however, do not offer English/language support, so it may be necessary to speak with them in Japanese or have an interpreter.

* Please use the appendix in the back of this book for their contact information.

* The contact information of other organisations that may help can also be found in the appendix of this book.

Chapter 6: **Health and JET Programme Support System**

第6章 健康とJETプログラムサポートシステム

6.1. Health

When living abroad for an extended period of time, it is not uncommon to experience exhaustion as you try to adjust to an unfamiliar setting with different culture, lifestyle, and beliefs. Moreover, living in an environment and climate that you are not accustomed to may add to the stress. As you go through this time of adjustment, you may find yourself more prone to sickness than you were back in your home country.

If you have concerns or questions, try talking to your supervisor or colleagues at your contracting organisation first as they are in the best position to provide information specific to your situation.

Finding a Doctor

There may be one or several larger hospitals, as well as some smaller specialised clinics in your area. Both hospitals and clinics will likely have days that are closed for outpatient care, so if you regularly require a particular type of treatment or doctor, it is best if you find a few different options nearby and be aware of their business schedules.

If you do go to the hospital, bring any medication you have been taking as this may help the doctor determine your symptoms.

Keep in mind that you may need to obtain a doctor's certificate (*shindansho*) to qualify for sick leave (*byōkyū*). The *shindansho* normally costs a few thousand yen which you are responsible for paying. Check with your supervisor in advance about procedures for using sick leave.

Medical Emergencies

In a medical emergency, call an ambulance at 119 and say: “*Kyūkyūsha onegai shimasu. Kyūbyōnin ga imasu*”. (“We have a medical emergency. Please send an ambulance.”)

6.1.1. Going to the Hospital/Clinic

Although appointments can be made at some clinics and hospitals, most places see patients on a first-come, first-serve basis.

- Call the clinic or hospital to check for consultation hours. Check that your insurance is valid and that they have the medical department for your ailment.
- Fill out a registration form (*shinsatsu mōshikomisho*) and give it to the receptionist with your insurance card (*hokenshō*).
- You will receive a patient's card (*shinsatsuken*), and a chart will be prepared for you. You will need to bring the *shinsatsuken* with you on any subsequent visit.
- Go to the appropriate department, present your patient's card, and wait. You may have to fill out a questionnaire (*shitsumon hyō*) or medical history (*byōreki*) sheet while you are waiting.
- Eventually, you will see the doctor, often in a curtained-off cubicle, rather than in a separate room, with the patients next in line waiting on the other side of the curtain. The doctor will question and examine you, and you may be sent to other departments for additional tests.
- After the doctor's consultation, proceed to the cashier (*kaikei*) to pay.
- Go to the medicine counter, or a local pharmacy with a medical counter, present your prescription (*shohōsen*) to be filled, and wait until your name/number is called to receive your medicine.

1) Medication

Most Japanese medication is in powdered form or tablets and is often considered to be weaker than in many western countries. The powder is usually in one-dose packets which you take with a glass of water. Doctors will usually prescribe medicine which is covered by your insurance and with which their pharmacy is supplied. Often you receive a different medication for each symptom you have and may find yourself going home with a bag full of medication just for three or four days. Do not be afraid to ask for clarification about what the medication is and what it is for.

2) Medical Expenses

Medical expenses in Japan are not prohibitively expensive and health insurance ensures access for all requiring medical attention. Please remember that the Employees' Health Insurance which you are required to pay into does cover 70% of your medical costs (also 70% for dependents), and the JET Accident Insurance will cover the remaining 30% in certain cases. (Dependents are not covered by the JET Accident Insurance Policy. Please refer to section "2.2. Insurance".)

Note: Dentists

Your Employees' Health Insurance in principle does not cover cleaning and check-ups but will cover treatment. However, present your health insurance card and confirm whether the dentist accepts insurance, as costs tend to be quite high.

6.1.2. Pregnancy and Maternity

1) Pregnancy

Home pregnancy tests are available at pharmacies.

Once a physician has confirmed that you are pregnant, you must register your pregnancy at your municipal office. Please confirm what documents are necessary for the registration procedure. At this time you will receive the Mother and Child Health Handbook (*Boshi Kenkō Techō*). This handbook will record the course of your pregnancy, the birth, and your baby's growth and immunisation to the age of six. You will need to take this book to prenatal visits, the birth, and visits to the doctor with your child after the birth.

2) Maternity Leave and Compensation

CLAIR's proposed Terms and Conditions include unpaid maternity leave, but there is a possibility that your contracting organisation has not included it. Check your Terms and Conditions carefully. Please be assured that even if it is not written in your Terms and Conditions, according to the Labour Standards Law, you are entitled to unpaid maternity leave.

While you are on maternity leave, your Employees' Health Insurance will provide about 60% of your standard remuneration for the period of 42 days (98 days if multiple births) prior to the expected date of birth (plus any number of days until actual delivery if the birth is overdue) and 56 days after delivery, provided you do not work or receive wages during that time. Payment is stopped or partially reduced when receiving wages in part or in whole.

To receive this insurance payment, you must apply at your local branch of the Japan Health Insurance Association (*Zenkoku Kenkō Hoken Kyōkai*) located in each prefecture using the application for Health Insurance Maternity Leave Allowance (*Kenkō Hoken Shussan Teatekin Shikyū Shinseisho*) available at that office. Applications are generally made after the applicant has returned to work and are paid one month after the application has been lodged. Actual dates for unpaid leave must be confirmed on the application form by your place of work and both the expected date of delivery and actual date of delivery must be recorded. Application after return to work allows the forms to be completed and lodged only once. However, application may be made before birth for part of the leave period.

Application for payment must be made within two years of the first day of unpaid leave.

3) Prenatal and Birth Expenses

You will have to get accustomed to different methods of pre-natal and post-natal care, and different attitudes of what parenthood means in Japan. You should also consider the expenses associated with pregnancy and delivery. Employees' Health Insurance does not cover the cost of normal maternity and obstetric (pre- and post-natal) care, since normal pregnancy and birth is not considered an illness. However, the insurance does cover the cost of a caesarean section and other complicated birth procedures.

Upon delivery of a child by a person who is enrolled under Employees' Health Insurance, or their spouse, the insurance will award a one-time fixed payment for childbearing expenses (*shussan ikuji ichijikin*) of ¥420,000 for each child born. The one-time fixed payment for childbearing expenses is paid by the Employees' Health Insurance bearer directly to the medical facility. However, it is also possible to have the payments made directly to the insurance bearer. The average cost of bearing a child in Japan is between ¥400,000 and ¥1,000,000 (for higher grade facilities) for the usual five to seven-day stay. Check with your supervisor to see that the proper forms are filled out when you wish to claim the payment.

4) Birth Registration

You must register the birth of your child at the municipal office within 14 days of the birth. Please confirm with your municipal office the documentation which must be submitted at this time.

Other Reminders

1. You must register your baby as a dependent on your health insurance card within 14 days.
2. If the baby will have non-Japanese nationality you must obtain a passport for your child from your embassy. Contact your embassy for more information regarding passport procedures.
3. If your baby will stay in Japan you also need to apply for resident status for your child. Contact the Immigration Bureau for further information.

Note: Contraception

The most common form of birth control in Japan is the condom. If you have a preferred brand of condoms, please feel free to bring some along with you. However, condoms are generally available at drugstores/chemists (*yakkyoku*) or convenience stores. Whether or not foreign brands are available depends on your location and can be confirmed once you arrive at your local area.

Diaphragms are available in Japan, but are not commonly used. IUDs (Intrauterine Devices) are not popular in Japan.

If you wish to use a birth control pill as a form of contraception while in Japan, you will need to see a gynaecologist who will prescribe a suitable birth control pill for you. Ask your contracting organisation or other JET participants in your area if there is a doctor nearby that they can recommend. If you are planning on having an extra supply sent from home, only one month's supply may be sent at a time (be sure to include your prescription and a note from your doctor in the package). Please refer to section "1.4.7. Medication, Medical Products, Cosmetics, and Medical Equipment" for more information on bringing or sending medication to Japan. The morning-after pill (*kinkyū hinin yaku*) is available at some family planning clinics and general hospitals.

It is possible to terminate a pregnancy in Japan within the first trimester. The average cost is ¥70,000-¥150,000 depending on the length of pregnancy and is not covered by insurance. Unless you plan on using condoms, bring a supply of your preferred contraceptive device with you.

6.1.3. Health Examinations

1) Workplace Health Examinations

See "3.5. JET-Related Issues and Concerns".

2) HIV/AIDS

HIV testing is widely available and anonymous testing is available in most cities, but English services are limited. Please refer to the Appendices at the back of this book for HIV/AIDS hotlines.

6.1.4. Mental Health

If you are feeling down and would like someone to talk to, feel free to talk with your supervisor and colleagues at your contracting organisation, or with fellow JET participants. There are also various other mental health support services available to you. (Refer to the Appendices at the back of this book.)

For severe issues, it is recommended that you seek professional advice at mental health institutions for early intervention. CLAIR provides a 50% subsidy for counselling costs that are not covered by Japanese National Health Insurance, with a limit of up to 30,000 yen per JET participant per year. Additionally, CLAIR provides free counselling via webmail and Skype. In order to use this dedicated service, you will need a password and your JET number. For more information about the counselling subsidy programme or the password for the free online counselling service, please ask your contracting organisation. Information about both of these initiatives is also sent out via CLAIR News.

6.2. Culture Shock

There are two important points to keep in mind when interacting or socialising with people from other cultures, including fellow JET participants.

1. People, especially those who have never lived abroad, are often not conscious of the subjective cultural factors that determine the way they act and react.
2. To understand your experiences, you will need to search for the underlying factors that shape your perception of events and the perceptions of those around you.

The meaning behind a communicative act is determined by the sender's cultural values, assumptions, and beliefs. Even when communicators are from the same culture, there is the possibility of misunderstanding, but when their cultural backgrounds differ, the likelihood increases.

Challenges in a new culture

When we move into a new culture, we bring along all of the values, assumptions, and beliefs that our culture and experiences have instilled in us. They determine what we notice, and how we interpret and evaluate our experiences. To function effectively in the new culture, we must learn to suspend judgment and to evaluate experiences from the host culture's perspective. The inability to do so can create a variety of difficulties.

Confronting your beliefs, values, and assumptions

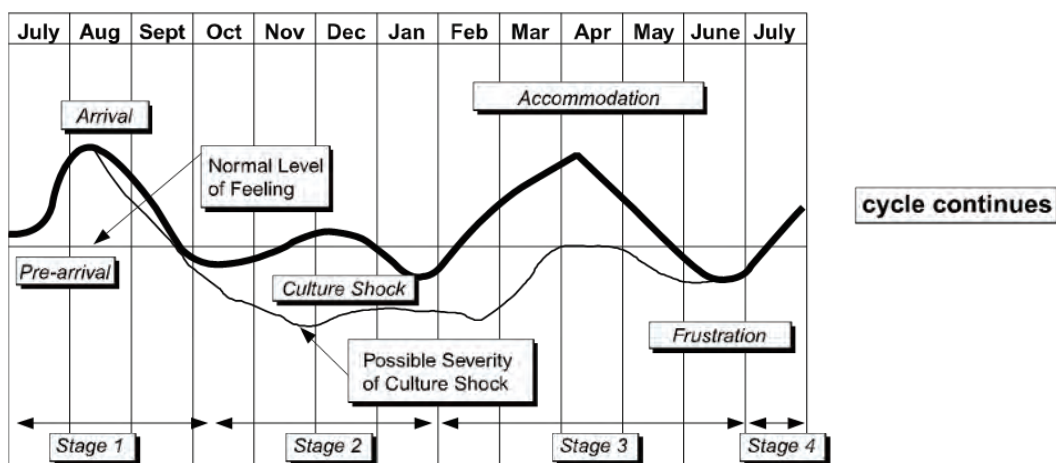
Many who have lived in another country say that, in the end, they learned more about their own culture than they did about the culture of their host country. During your stay in Japan, you will experience ways of thinking and acting that differ from, or may even conflict with, your own. This will force you to re-examine the assumptions and social behaviours which you once thought absolute and can cause discomfort, disorientation, and emotional conflicts.

6.2.1. Cultural Adjustment

The process of adjusting to a new culture is a four-stage cycle that most people experience a number of times. It can be an emotional roller coaster; however, the extent to which it dips and the timing of the curves greatly depend on the individual. It is important to note that culture shock is not limited to those in their first year in Japan. The cycle can continue for years.

This adjustment needs not be feared, as many people are not even conscious of any culture shock. In a past survey, about a third of JET participants who responded said that they did not experience culture shock.

A JET Programme Participant's Typical Culture Shock Cycle



1) Initial Euphoria

Most people begin their life in a new country with a positive mindset. If anything, they come with expectations which are too high and attitudes that are too positive toward the host country and toward the forthcoming experience. During this stage, anything new is intriguing and exciting. However, for the most part, it is the similarities which stand out. The recently arrived person is usually impressed with how people everywhere are really very much alike. This period of euphoria may last from a week or two to a month, but the letdown is inevitable.

2) Irritation and Hostility

Gradually, your focus turns from the similarities to the differences. And these differences, which suddenly seem to be everywhere, are troubling. You blow up little, seemingly insignificant difficulties into major catastrophes. This is the stage generally identified as culture shock. People experiencing culture shock often feel homesick and have a negative attitude toward the host culture.

3) Gradual Adjustment

The most difficult stage is over and you are on your way to adjusting to life in the new culture. This step may come so gradually that, at first, you will be unaware it is even happening. Once you begin to orient yourself and to be able to interpret some of the subtle cultural clues and cues which passed unnoticed earlier, the culture seems more familiar. You become more comfortable in it and feel less isolated from it. Gradually, too, your sense of humour returns and you realise the situation is not hopeless after all.

4) Accommodation and Biculturalism

Full recovery will result in an ability to function in your own culture and in Japanese culture with confidence. You will find yourself enjoying many customs and ways of doing and saying things (some you may have adopted to a degree). You might even find yourself missing them when you return home. In fact, you can expect to experience *reverse culture shock* upon return to your own country. (Refer to section "7.4. Reverse Culture Shock").

6.2.2. Culture Shock (A Close-Up)

“Culture shock” or “culture fatigue”, which you may experience in the second stage, is the “condition of emotional upset and tension that becomes chronic for a period of varying duration and is experienced because you have been exposed to life in an unfamiliar setting, so you react with anxiety, irritation, and frustration.”

1) Why it happens

You have left home, with its familiar and manageable routines and social patterns, and have been confronted with living in a social setting which is distant from your home, family and friends. Daily life is filled with customs or ethical standards that are unfamiliar and even repugnant to you at times. Living day-to-day in a situation of loneliness, uncertainty about the proper procedures to follow, and inability to control life has a cumulatively exasperating effect; it wears down your emotional defenses so that you find your nerves increasingly frayed.

2) Factors which affect the duration and intensity of culture shock

<i>Difference:</i>	The degree to which Japan, its culture, customs, and ethical standards are removed from your home setting
<i>Volition:</i>	The degree to which living in Japan came about through your own decision and the achievement of specific goals
<i>Flexibility:</i>	The amount of change in living conditions you have already experienced, and your consequent learned ability to adjust to new situations
<i>Security:</i>	The degree of emotional security you have developed in yourself through your own life experiences, enabling you to meet frustrations without being thrown by them
<i>Support:</i>	The amount of emotional support you receive from your family and/or friends in the new cultural setting
<i>Money:</i>	The degree of economic difficulty imposed by your life in Japan
<i>Therapy:</i>	Availability of professional therapeutic services
<i>Play:</i>	Availability of recreational facilities/activities where tensions can be released
<i>Work:</i>	The possibility of devoting yourself to rewarding work through which a sense of worth, usefulness and self-respect can be maintained
<i>Cultural absolutism:</i>	The degree to which learned cultural and religious patterns have encouraged a tendency to view certain standards as absolute and to judge everyone by them
<i>Linguistic skills:</i>	The degree of competence in language. When there is a lack of competence, one loses the ability to communicate effectively with most of the people around you.

3) What are the signs of culture shock?

- A vague anxiety that affects normal behaviour
- Lack of self-confidence
- Lack of zest and interest in life
- Panic attacks
- Loss of initiative and spontaneity
- Excessive anger over delays and minor frustrations
- Feelings of hopelessness
- Strong desire to associate with people of your own nationality
- Excessive amount of time spent sleeping or reading - activities which offer sanctuary from overwhelming foreign stimuli

According to Robert Kohls, a cross-cultural trainer from the United States of America, culture shock is similar to frustration in the emotions and reactions it evokes, but is significantly different. Frustration is always traceable to a specific action or cause and goes away when the situation is remedied or the cause is removed.

Frustration may arise from:

1. The ambiguity of a particular situation
2. The actual situation not matching preconceived notions
3. Unrealistic goals
4. Not being able to see results
5. Using the wrong methods to achieve objectives (i.e. methods which are inappropriate in the new culture)

You will likely experience frustration in Japan which can be uncomfortable, but it is generally short-lived compared to culture shock.

The degree to which one is affected by culture shock varies from person to person and depends upon personality traits such as:

1. Tolerance for ambiguity
2. Open-mindedness
3. Flexibility and adaptability
4. Tolerance for difference
5. Ability to accept failure

There is a high probability that you, too, may experience culture shock. In fact, most people experience it more than once; the second dip is often more severe than the first. If you plan on staying more than one year in Japan, it would be wise to refer to this article at regular intervals. The third stage of culture shock for 2nd, 3rd, 4th or 5th year JET participants may be alleviated if it is realised that culture shock is not limited to those in their first year.

Acknowledgement:

Much of this “Culture Shock” article was taken directly from “Survival Kit for Overseas Living” (1984) by L. Robert Kohls.

6.2.3. Coping Strategies

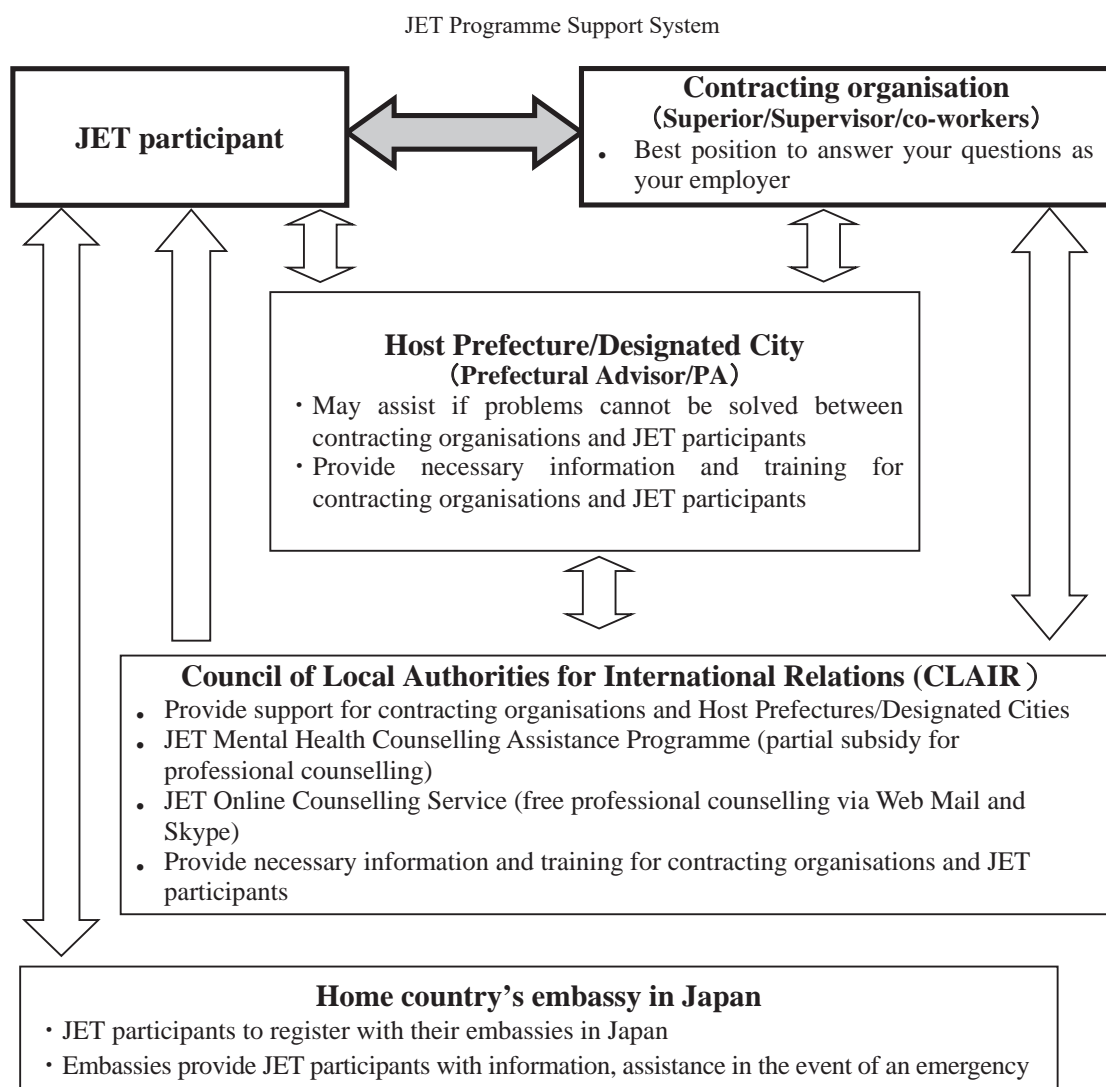
The effects of culture shock can be diminished by first realising that you will experience it and then creating coping strategies. The most effective way is to learn about the host culture, customs, and the language. Read up on Japanese culture and customs before you leave to get a basic idea of how and why things are the way they are. Start thinking about positive ways to counter the effects of stress which result from culture shock. Establish a routine of daily rituals to maintain a stabilising factor.

- Eat well. Physical health leads to mental health.
- Exercise also helps to alleviate stress and tension, so try to get some form of exercise regularly.
- Relax. It is important to take breaks and relax. Doing what pleases you, like reading, listening to music, going to bed early or keeping a journal may help relieve symptoms of stress.
- Write down why you have come to Japan and what you hope to achieve while you are here. Whenever possible, refer to these goals and think about whether you are accomplishing them and whether they have changed.
- Keeping in touch with family and friends will help you maintain a sense of self and will reassure you that you are not alone in dealing with culture shock. Also, realising that you have a place to call home and go back to someday can be reassuring.
- Learn to say “no”. You may find yourself with many invitations from superiors and coworkers and worry if it is rude to turn them down. People will understand. Take a rain check. If you are unsure as to which events you have to go to, ask a JET participant who has been in Japan longer than you or a colleague.

- Talking often helps. Stress can be relieved by expanding your circle of friends through a hobby or sports. Sometimes, seeking the help of people around you is also necessary in order to overcome culture shock. Please refer to the Appendices at the back for available resources.

6.3. JET Programme Support System

The diagram below shows the layout of where JET participants can get support. Usually, the closer the support is, the easier it is to solve the problem. Therefore, if you have questions or concerns, please speak with your supervisor or colleagues at your contracting organisation first.



6.4. Emergency Response

Emergency Situations

In the event of an emergency, it is necessary to respond quickly and appropriately. In such an event, please contact your contracting organisation supervisor immediately.

The following is a general outline of how organisations affiliated with the JET Programme will respond to an emergency.

Contacts

If an emergency occurs, the supervisor at the contracting organisation will contact the Prefectural Advisor (PA) at the Host Prefecture/Designated City. If desired, the embassy of the JET participant's home country will also be contacted. In the event that the JET participant is unconscious, missing, or has passed away, the Host Prefecture/Designated City and the embassy will be contacted immediately.

Upon receiving contact from the contracting organisation, the PA at the Host Prefecture/Designated City will contact CLAIR. CLAIR will contact the three ministries depending on the nature of the incident or accident. Contact with the JET participant's family will be made through the home country embassy.

When a major disaster occurs, such as an earthquake with an intensity of upper 5 or above on the Japanese Seismic scale, a safety confirmation message will be sent to your registered e-mail address or phone number through an external company contracted by CLAIR. Please respond to the message with your status.

Note: For more information on response to a fire or natural disaster, see “5.2 Fires, Natural Disasters and Contact Information”.

Chapter 7: **Leaving the JET Programme**

第7章 JETプログラム終了に向けて

7.1. Before Leaving

Participants finishing their time on the JET Programme have many matters to attend to including preparation to exit the country/move to another area and relaying information to the JET participant succeeding them. Please refer to the *After JET Guide*, which contains helpful information regarding finishing your time on the JET Programme as well as subsequent employment and education.

The *After JET Guide* can be found on the JET Programme website:
<http://www.jetprogramme.org/en/ajg>

- **Inform your landlord or real estate agent that you will be moving**

Even if you do not know your exact day of departure yet, it is wise to inform your landlord or agent as soon as possible that you plan to move. Depending on your housing contract, you may be required to give up to two months' notice in advance of your departure.

- **Check your Status of Residence and Period of Stay**

If you plan to stay in Japan after your term of appointment ends, for example, for travel or to finish moving, you must change your status of residence to Temporary Visitor before your period of stay expires. See "2.5. Status of Residence" for more details.

- **Ship belongings to your new residence**

Research ahead of time the options available to you, such as surface mail, economy air, and airmail. Keep in mind that slower but more economical forms of shipping by sea and surface mail can take 2-3 months for the packages to arrive at their destination, so it is a good idea to plan ahead.

- **Complete the "After JET Contact Information Survey"**

In the beginning of June, CLAIR sends out a survey collecting contact information from JET Programme Participants who are completing their appointments on the JET Programme to assist them in maintaining connections with Japan and the JET Programme. You can also opt to send your contact information to a specific JET Alumni Association (JETAA) chapter via this form.

- **Prepare for your successor**

While many JET Programme Participants contact their successors via e-mail or social media, there is no guarantee that you will be able to reach your successor through these means, so it is wise to also prepare detailed information regarding your work responsibilities and living situation in written form. CLAIR provides a format for leaving notes to your successor. Please see "Essential Information from Outgoing to Incoming JET Programme Participants" in the "Appendices" at the back of this handbook.

Sort through the items in your desk and make sure any important documents or reference materials are organised and labeled properly.

- **Begin your pension refund procedures**

To receive a partial refund of your pension, you must obtain the necessary forms and designate a tax agent before leaving Japan. See "7.3. Pension Refund".

- **Forward your mail to your new residence (for participants staying in Japan)**

If you are moving to a new address in Japan, you may apply online or at a post office to have your mail forwarded from your current address to your new address for one year from a designated date.

- **Pay other bills and cancel utilities and services**

Be sure to pay the following utility and service bills and inform the utility or service provider when you would like the service cancelled. Please note that while some services can be cancelled online or over the phone, cancelling your cell phone often requires you to visit the store in person to cancel your contract.

- | | | |
|---|--|---|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electricity | <input type="checkbox"/> Water |
| <input type="checkbox"/> TV (NHK, etc.) | <input type="checkbox"/> Credit Card | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Car insurance | <input type="checkbox"/> Local Residence Tax | <input type="checkbox"/> Cell phone, landline |
| <input type="checkbox"/> Any other services registered to your bank account or credit card such as automatic transfers. | | |

- **Dispose of your car or motorcycle**

Disposing of a car or selling it to another individual requires you to fill out the appropriate paperwork.

7.2. Return Airfare

As stated in the proposed JET Programme Terms and Conditions, JET Programme Participants who meet all of the following conditions are eligible to receive a travel allowance for their return flight home.

1. Completes his or her term of appointment.
2. Does not enter into a subsequent term of appointment/employment with their contracting organisation or a contract with a third party in Japan within one month of completing their term of appointment.
3. Leaves Japan to return to his or her home country no later than one month from the day following the end of the term of appointment.

A JET participant who fulfils all of these conditions must complete and hand in the JET Return Travel Itinerary form (*Jetto Sankasha Kikoku Yotei Sho*), or related forms designated by the contracting organisation, by the deadline stipulated by the contracting organisation.

Based on this travel itinerary, and according to the travel expense regulations of the contracting organisation, the contracting organisation will bear the cost of the JET participant travelling from an international airport in Japan to the international airport in their home country designated at the time of entering Japan, via the most logical route and means of travel. This includes domestic travel in Japan to the airport as well as the cost of the flight.

Participants who entered the Programme from within Japan and fulfil the conditions above will be provided a flight to the country they applied from.

7.3. Pension Refund

7.3.1 Pension Refund

***Note:** The following has been produced for JET Programme Participants from information taken from the website of the Japan Pension Service and a pamphlet that they produce. CLAIR is not affiliated with the Japan Pension Service in any way and the information provided here is intended as a reference only. Therefore CLAIR assumes no responsibility for any damage (including financial loss) that occurs from the information (or lack thereof) provided here.*

Lump-sum Withdrawal Payment (*Dattai Ichijikin*)

Payment into the Japanese Pension System is mandatory for everyone living and working in Japan. This money is deducted from your monthly remuneration. Foreign nationals who have been paying Pension Insurance, and who give up residence in Japan, are able to apply for a Lump-sum Withdrawal Payment (pension refund). In order to be eligible for the Lump-sum Withdrawal Payment, you must fulfil all of the following conditions:

- If you submit your Application for the Lump-sum Withdrawal Payments and other required documents after leaving Japan, your application must be submitted within two years of the date you no longer have a registered address in Japan and are no longer covered by the National Pension, Employees' Pension Insurance or the Mutual Aid systems. (Please note that the starting date for the application period is not the day you leave Japan.)
- Not possess Japanese citizenship
- Have paid Employees' Pension Insurance premiums for six months or more
- Not have a place of residence in Japan (those who submitted a moving-out notification before exiting Japan)
- Never qualified for pension benefits (including Disability Allowance)

The filing process for the Lump-sum Withdrawal Payment and the tax refund associated with it is outlined below:

1. Before leaving, get the necessary forms and designate a tax agent
2. After leaving Japan, mail necessary forms to the Japan Pension Service to claim a refund (for those who file before leaving Japan, make sure your application arrives at the Japan Pension Service after the planned departure date (*tenshutsu yotei bi*) which you register with your municipal office)
3. Receive Lump-sum Withdrawal Payment into overseas bank account
4. Mail notice of refund to tax agent in Japan
5. Tax agent files for refund of tax on Lump-sum Withdrawal
6. Tax agent receives tax refund in Japanese bank account
7. Tax agent transfers the money to you

The following outlines the process of applying for the Lump-sum Withdrawal Payment in more detail.

Amount Refunded

Those who fulfil the conditions to receive a Lump-sum Withdrawal Payment shall be granted an amount according to their remuneration, rate paid and period of coverage. For the actual amount you will receive, please refer to the Japan Pension Service website.

Process for Filing for Lump-sum Withdrawal

Before leaving Japan, obtain the Application for the Lump-sum Withdrawal Payments (*Dattai Ichijikin Seikyūsho*) from the Japan Pension Service Office (*Nenkin Jimusho*) or the National Pension Section of the municipal office nearest you, or download the form from <https://www.nenkin.go.jp/international/english/lumpsum/lumpsum.html> in PDF format.

Fill in all necessary information (you will need to know the information included in your blue Pension Book) and mail your completed forms and accompanying documents to the Japan Pension Service. You may submit or send your forms before or after you leave Japan, but in the case of the former, please ensure that your documents arrive after the planned departure date (*tenshutsu yotei bi*) which you register with your municipal office)

You must attach the following items to your claim form:

1. A copy of your passport (the page(s) showing your name, date of birth, nationality, signature and Status of Residence).
2. A copy of your passport (the page(s) showing the date of your final departure from Japan). Please note that those who file before leaving Japan are instead required to submit other documents which show that they are registered to leave Japan, such as a certified copy of Japanese resident registry or a registry related document called *johyō* in Japanese.
3. If your claim form is not stamped with a certified bank stamp, a document (bank passbook, etc.) which verifies your bank's name, branch office name, branch address, bank account number, and the full name of the account holder (must be your name) must be attached.
4. Your Pension Book

Please send the claim form, along with the accompanying documents to:

Japan Pension Service
3-5-24 Takaido-nishi
Suginami-ku, Tokyo 168-8505
JAPAN

If granted, the Lump-sum Withdrawal Payment will be deposited directly into your bank account overseas. In principle, the amount of the Lump-sum Withdrawal Payment remitted to the account will be calculated at the currency exchange rate on the date of transaction, and will be remitted in the currency of the country where the recipient's bank is located.

Further Enquiries

To make enquiries about the status of your application, you will need to know your Basic Pension Number so please make a note of it before sending in your application.

Enquiries: 03-6700-1165 (Japanese only)

Social Security Agreements Between Japan and Other Countries

Social security agreements aim to tackle problems related to pensions arising from increasing international people-to-people exchange. Practically speaking they are formed to stop people having to pay into more than one pension system and to allow people to transfer their period of coverage to another pension system.

As of October 2019, these are the countries with social security agreements with Japan: Germany, United Kingdom, South Korea, United States of America, Belgium, France, Canada, Australia, the Netherlands, Czech Republic, Spain, Ireland, Brazil, Switzerland, Hungary, India, Luxembourg, the Philippines, Slovakia, and China. However, the agreements with the United Kingdom, South Korea, and China do not have pension enrolment measures in place that would allow you to count your enrolment period in Japan toward your home country's pension system. Italy, Sweden and Finland have signed agreements, but they have not yet been implemented.

For more information about social security agreements, please refer to the Japan Pension Service website.

Some Important Things to Keep in Mind:

- Should the applicant pass away before receiving the Lump-sum Withdrawal Payment, a spouse, child, parent, grandchild, grandparent or sibling living off the same income source, or who is considered to be a member of the same fiscal household at the time of the applicant's death, can receive payment in place of the applicant (in the case that the applicant passes away after application).
- A 20% income tax is imposed on the Lump-sum Withdrawal Payment. The following section explains how to claim this tax back.
- The amount of pension refund that can be claimed depends on total time spent on the Programme, and therefore will be different according to when the JET participant arrived in Japan.

7.3.2 Tax Refund on Lump-sum Withdrawal Payment

Those who are eligible to file for the Lump-sum Withdrawal Payment, which includes most JET Programme Participants, may also qualify to receive a refund on the 20% flat tax placed on the Lump-sum Withdrawal Payment.

1. Designate a person to file your tax paperwork

Before leaving Japan, get a copy of the document called Notification of Tax Agent (*Nōzei Kanrinin No Todokesho*) from any tax office branch. Submit the form to the tax office with jurisdiction over the address where you last lived before departure from Japan, to designate your tax agent. When designating a tax agent, find someone you trust (a colleague, friend, etc.) with financial matters and whom you can easily correspond with once you return to your home country. A tax agent must be a resident of Japan, but does not have to be a Japanese national. If you leave Japan without filing the Notification of Tax Agent you can file it when making your claim for a tax refund. Please keep in mind that asking someone to be your tax agent places a burden on them and nobody, including anyone at your contracting organisation, is obligated to do so.

2. File for the Lump-sum Withdrawal Payment

Before or after leaving Japan, file for the Lump-sum Withdrawal Payment. Once you have received the payment from the Japan Pension Office, send the original copy of the Notice of the Lump-sum Withdrawal Payments (Entitlement) (*Dattai Ichijikin Shikyū Kettei Tsūchisho*) to your tax agent, which is sent to you with remittance of the Lump-sum Withdrawal Payment.

3. Tax refund application by designated tax agent

Have your tax agent submit an Income Tax Return (*Kakutei Shinkokusho*) on your behalf to the same office as in step 1. The refund will be deposited into the bank account your tax agent designates in Japan. Once received, have your tax agent transfer the refunded amount to your own bank account.

Some Important Things to Keep in Mind

- Tax refund applications must be made within five years of leaving Japan.
- All JET Programme Participants, whether they pay Japanese taxes or not, will be subject to the 20% taxation on their Lump-sum Withdrawal Payment.
- CLAIR does not handle the paperwork for this refund.

All enquiries must be directed to the designated tax office nearest where you were a resident in Japan.

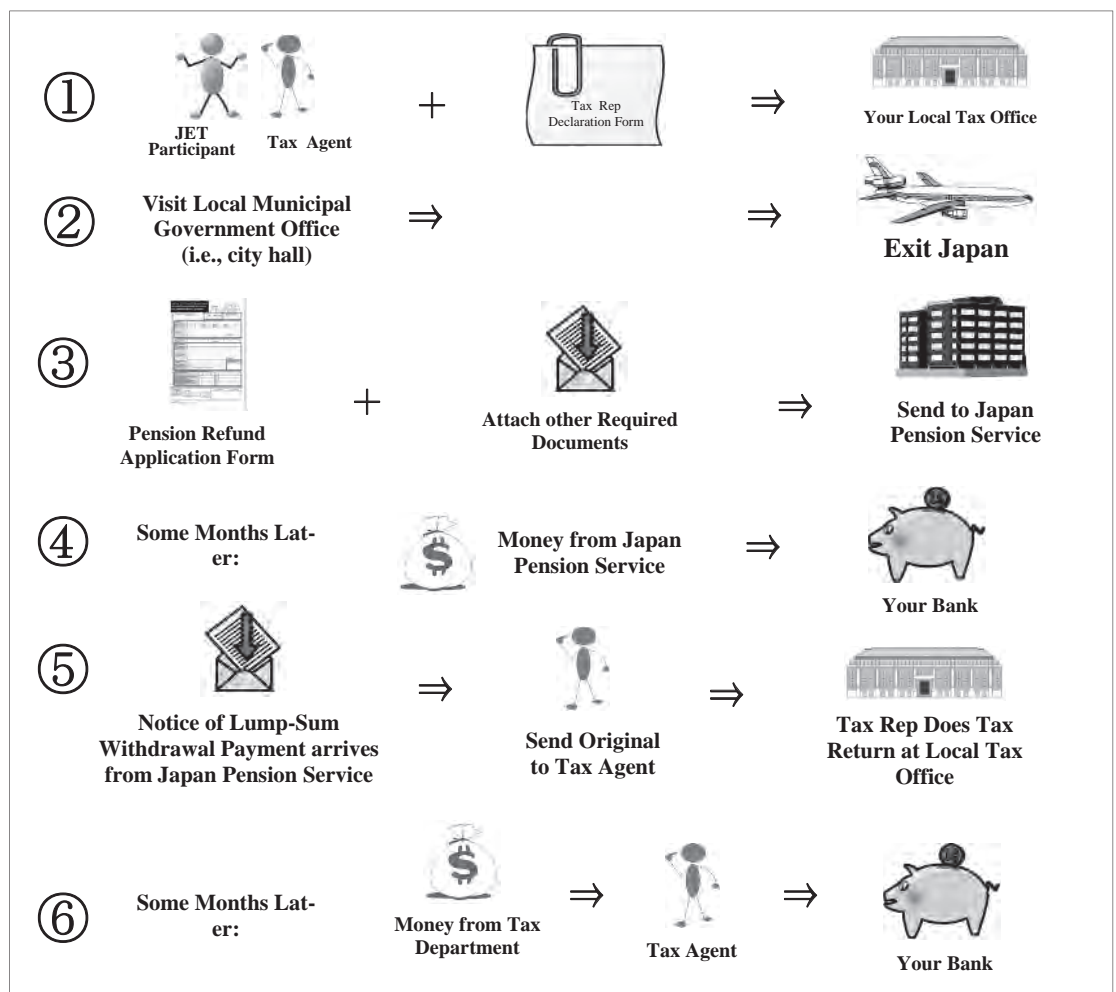
Summary of Procedures

	Lump-sum Withdrawal Payment	Tax refund on the Lump-sum Withdrawal Payment	
	JET participant	JET participant	Tax agent
<u>Before leaving Japan</u>	<ul style="list-style-type: none"> Obtain Application for the Lump-sum Withdrawal Payments (<i>Dattai Ichijikin Seikyūsho</i>) 	<ul style="list-style-type: none"> Specify a tax agent using the Notification of Tax Agent form (<i>Nōzei Kanrinin No Todokedesho</i>) 	
<u>After leaving Japan</u>	<ul style="list-style-type: none"> Send application to Japan Pension Service (possible to apply before leaving Japan) Receive lump-sum withdrawal payment in your home country account several months later 	<ul style="list-style-type: none"> Send Notice of the Lump-sum Withdrawal Payments (Entitlement) (<i>Dattai Ichijikin Shikyū Kettei Tsūchisho</i>) to tax agent (the original copy) 	<ul style="list-style-type: none"> Apply for tax refund at tax office in Japan Receive tax refund in Japanese account Send tax refund to JET participant overseas

Japan Pension Service: Takaido Nishi 3-5-24, Suginami-ku, Tokyo 168-8505 JAPAN

Pension Refund Procedures

Note: The diagram below illustrates the process of applying for the Lump-sum Withdrawal Payment after one has left Japan, but it is also possible to apply before leaving Japan.



7.4. Reverse Culture Shock

Reverse Culture Shock is the term used for the difficulties encountered after returning home from an extended time abroad. This adjustment period follows a similar pattern to culture shock experienced in a foreign country, and could be longer or more severe. We tend to overlook that both we and our home country are likely to have changed during our stay abroad and assume that there is no need for adjustment once we return home. However, it is important to expect these changes and to figure out how best to approach readjustment. Personal experiences certainly vary, but one of the best ways to get an idea of how it may affect you is to read about the experiences of others.

Coping Strategies

Before you leave Japan

- Take some time to reflect on your tenure as a JET participant.
- Explore your feelings about leaving Japan. (Are you optimistic or pessimistic about returning? Are you excited about starting a new phase of your life? Do you feel that your experience in Japan has been worthwhile and that now it is time to move on? Are you dreading your return home as your lifestyle in Japan is more satisfying than the one you had left?)
- Anticipate that you, your homeland, and your friends have changed.
- Think about how your time in Japan will make life in your home country different from before.
- Try to make long-term goals to help motivate you in your work and enhance your relationships.
- Explore employment or study options in your home country.
- Keep up on what is happening in your home country.

When you get home

- Don't forget your sense of humour.
- Expect difficulties and realise that those around you may not expect you to have any.
- Develop a support system so you can vent frustrations. (You may experience boredom, apathy, loneliness, alienation, anxiety, and/or depression.)
- Realise that others may not want to hear about your experiences in Japan. They may find it hard to understand that you wanted to leave your own country in the first place and even more so if you enjoyed yourself. People may ask you about your adventures only to interrupt with their own.
- Maintain ties with Japan through friendships, correspondence, visits, classes, JETAA, or the media.
- Recognise that you have changed. You have become a more multi-cultural person. Think about what changes might have occurred in your social behaviour. Do not try to go back to the “old you” and realise that others may not be interested in or able to immediately accept the “new you.”
- Relationships may be more demanding than before. Your friends may seem a bit narrow-minded or boring.
- Realise that you may not have accurate recollections of your home. Recognise its social and physical changes. You may be out-of-date. Study your society like you studied Japan.
- Realise that you may no longer get the special treatment (good and bad) that you received in Japan.
- There is a positive side to keep in mind: you become aware of what you have learned about the foreign culture, your own culture and yourself. Reverse culture shock is a new field of study, but this information should help you re-adjust, so that your home country can once again feel like home.

7.5. Employment After JET

When seeking employment after the JET Programme, in addition to referring to job advertisements in newspapers and on the internet, it may be of use to consult chambers of commerce in your home country and

Japan, as well as the alumni associations of your former educational institutions. You may also wish to get in touch with the local JETAA chapter in the country to which you intend to move, as JETAA chapters offer various networking opportunities to former JET Programme Participants, and some chapters also provide career support and employment information to the JET alumni community.

In addition, CLAIR also offers opportunities to learn about career possibilities for JET Programme Participants finishing their term of appointment on the Programme, like the annual After JET Conference (AJC), where JET alumni who have made successful careers in either their home country, Japan, or a third country, speak and offer advice as career consultants. In recent years, CLAIR has also increased support for JET participants who seek employment in Japan after leaving the JET Programme, through career fairs and an internship programme at Japanese companies. Please refer to the JET Programme website for more information:

<http://jetprogramme.org/en/careersupport/>

If you require a certificate of employment or letter of recommendation for your job search, please make a request to your former contracting organisation.

Please keep the following in mind if you intend to remain in Japan for employment after JET:

- JET Programme Participants who stay in Japan for more than a month following completion of their term of appointment, or who enter into a subsequent contract of employment with their contracting organisation or a third party in Japan within one month of completing their term of appointment will not be eligible to receive the travel allowance to return to their home countries. For details, see section “7.2. Return Airfare”.
- JET Programme Participants who enter into subsequent employment in Japan after completing their term of appointment may need to change their Status of Residence. For details, see section “2.6. Status of Residence”.

Please enquire at your regional Immigration Bureau, if you have further questions regarding your visa status.

7.6. JET Alumni Association (JETAA)

The JET Alumni Association (JETAA) is a friendship association that was established in 1989. Its members, former JET Programme Participants, aim to strengthen and maintain their bonds of friendship, and to use their experiences in Japan to continue to play a role in promoting international exchange. There are currently 52 chapters in 18 participating countries, with more than 22,000 members in total.

JETAA chapter activities include assisting local Embassy and Consulate General of Japan staff with JET Programme application interviews and pre-departure orientation; offering support and providing information in the form of career fairs and resource guides to those returning home; and organising Japan-related events, etc. Many JETAA chapters also maintain their own website and hold regular meetings.

Furthermore, an umbrella organisation called JETAA International (JETAA-I) exists to represent the global community of former JET Programme Participants and JETAA chapters. They support the global JET community by providing information and resources, as well as assisting in the development of new JETAA chapters.

CLAIR supports JET Programme alumni by providing grants for JETAA chapter activities, as well as publishing an online magazine titled JET Streams. JET Streams is published on the official JET Programme website and provides a forum for alumni to share their activities and experiences with one another and the international JET community. It also provides updates on changes to the JET Programme and other information. In addition, a Facebook page for “KenJETkai” has recently been established by former JET Programme Participants who were living in the same prefecture.

JET Streams website: <http://jetprogramme.org/en/jet-streams/>

JETAA-I website: <http://www.jetaainternational.org/>

JETAA website (list of chapters): <http://jetprogramme.org/ja/jetaa/>

KenJETkai website: <https://www.jetaainternational.org/kenjetkai>

Appendices

参考資料

1. Overview of the JET Programme

The Japan Exchange and Teaching (JET) Programme is administered primarily by local public authorities in cooperation with the Ministry of Internal Affairs and Communications (MIC), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the Ministry of Foreign Affairs (MOFA), and the Council of Local Authorities for International Relations (CLAIR).

The Programme was started in 1987 aiming to increase mutual understanding between the people of Japan and the people of other nations and to promote internationalisation in Japan's local communities by helping to improve foreign language education and developing international exchange at the community level. 2019 marked the 33rd year of the JET Programme. Over the past years, it has seen significant growth, from its original 848 participants from 4 countries in 1987, to 5,761 participants from 57 countries in 2019.

The JET Programme is one of the world's largest international exchange programmes and has an excellent reputation in Japan as well as abroad. The Programme is expected to produce positive results on a global scale through the development of an international network between JET Programme Participants and the people of Japan.

The JET Programme is primarily administered by local public authorities, but participants can also be placed in private schools that request them. There are currently approximately 1,000 local government organisations, including the 45 prefectures and 13 Designated Cities which host JET Programme Participants. Each participant's appointment (including placement and duties) within each contracting organisation is determined in accordance with the assignment plan that is prepared autonomously by each governor or mayor.

The responsibility for maintaining the unity and success of the JET Programme falls on JET Programme Participants, contracting organisations, Host Prefectures, Designated Cities, CLAIR, and the three ministries.

1.1. JET Programme Participants

As a JET participant, your main duty will be to promote international exchange on a grassroots level throughout Japan while working as an ALT (Assistant Language Teacher), CIR (Coordinator for International Relations), or SEA (Sports Exchange Advisor). Whether teaching a class of elementary school students, speaking at the local community centre, coaching sports, or interacting with the local residents, you are contributing to the regional internationalisation of Japan. While you are expected to fulfil your work duties in a professional manner, your role will also be similar to that of an ambassador, and how you conduct yourself on a professional and private level will reflect upon your home country. You will not only have many opportunities to teach the people in your community about your home country, but you will also be able to learn about Japan, its culture, language, and people, etc.

1.2. Contracting Organisations (Local Authorities, etc.)

Most contracting organisations are local government authorities (prefectures, Designated Cities, cities, towns and villages), but some private schools can also be contracting organisations. JET Programme Participants are appointed by their contracting organisations and, therefore, they are under the jurisdiction of the local authority which employs them. A formal request for a JET participant is initially submitted by the local authority to CLAIR, and your presence is the fulfilment of that request.

As a JET participant, you are appointed by your contracting organisation. You are not employed by the Japanese central government, the JET Programme, or CLAIR. The relationship between you and your contracting organisation is the core foundation of the JET Programme. You accept your appointment with them, you work for them, and you are under their jurisdiction. It is their employees, teachers, students, and citizens who will make up your living and working community.

Contracting organisations have a wide variety of reasons for wanting to appoint a JET participant. Some local government authorities are involved in or would like to strengthen their international sister city relationships. Contracting organisations consider their JET Programme Participants as an essential element in the area's internationalisation. Schools may expect JET Programme Participants to improve their student's English ability with the goal of increasing the pass rate of high school and university entrance examinations. In addition, your contracting organisation may want to offer the local citizens some international exchange opportunities. This is especially the case in rural areas where interaction with international residents from various countries is limited. It is through hosting a JET participant that contracting organisations can offer their citizens the opportunity to meet and talk with people from other countries as well as learn about their cultures.

Contracting organisations differ according to the different job types.

ALT: the contracting organisation is usually a prefectural/Designated City (board of education), a city/town/village (board of education), or a private school.

CIR and SEA: the contracting organisation is usually a prefectural/Designated City government, a city/town/village government, or a related organisation.

Contracting organisations are responsible for drafting your terms and conditions, paying remuneration, handling any work-related travel expenses, and other miscellaneous items. An employee at your contracting organisation will be designated as your supervisor and should be your first direct contact when you become a participant on the JET Programme. Please be sure to discuss and clarify any concerns you may have with regards to your work duties or any other specific areas with your contracting organisation supervisor.

1.3. Host Prefectures/Designated Cities

The JET Programme is administered by the International Affairs Division in each Host Prefecture/Designated City. Host Prefectures/Designated Cities function as a channel for information between the contracting organisations and CLAIR.

The International Affairs Division at the prefectural/Designated City office organises prefectural-level orientations in cooperation with the local governments and boards of education, advises contracting organisations about JET Programme matters, and coordinates administrative matters such as the appointment of new JET participants and the reappointment process at the prefectural level.

There is a prefectural board of education within each Host Prefecture which usually administers education training centres, senior high schools, and junior high and elementary schools. Boards of Education in Designated Cities administer junior high and elementary schools, but will also be responsible for a small number of senior high schools. Host Prefectures/Designated Cities designate Prefectural Advisors (PAs). PAs provide other JET Programme Participants with JET Programme-related information and answer enquiries from JET Programme Participants as necessary (refer to section "6.3. JET Programme Support System").

Please note that Host Prefectures and Designated Cities can also be contracting organisations.

1.4. Council of Local Authorities for International Relations (CLAIR)

CLAIR coordinates the JET Programme in conjunction with the three ministries. It was established as a joint organisation of prefectural and municipal governments to promote and provide support for an increasing interest in local level internationalisation in Japan.

CLAIR's objective is to ensure that the JET Programme runs as smoothly and successfully as possible for the contracting organisations and JET Programme Participants involved. In order to achieve this, CLAIR advises Host Prefectures and Designated Cities, contracting organisations and participants and disseminates information related to the JET Programme on a regular basis.

*** Please note that CLAIR is NOT the JET participant's employer.**

CLAIR publishes the *Contracting Organisation Manual* (*Nin'yōdantaiyō Manyuaru*) and the *Questions & Answers Manual* (*Shitsugi Ōtōshū*) for contracting organisations. In addition, CLAIR organises and holds seminars for contracting organisations and JET Programme Participants to provide training and advice about JET Programme-related matters.

CLAIR also employs former JET Programme Participants as Programme Coordinators, most of whom work in the Department of JET Programme Management.

Duties of CLAIR (Department of JET Programme Management) include:

- Coordination with the three ministries in the recruitment and selection of JET Programme Participants
- Placement of JET Programme Participants in contracting organisations
- Coordinating JET Programme Participants entry into Japan
- Planning and organising the Post-Arrival Orientation, training conferences and Japanese language courses
- Planning and organising various kinds of training for contracting organisations and Host Prefectures/Designated Cities such as the Contracting Organisation Seminar
- Providing useful information to contracting organisations and Host Prefectures/Designated Cities
- Producing training materials and informational handbooks
- Providing financial support for JET Programme Participants who have received mental health counselling

Although overseeing the JET Programme is one of CLAIR's main functions, the organisation also supports internationalisation activities of local authorities in Japan, conducts research on the activities and policies of local governments abroad, develops information resources, and in various other ways.

1.5. Role of the Three Ministries

The three ministries involved with the JET Programme decide standard policies and procedures at the national level. The Ministry of Foreign Affairs (MOFA) deals with JET-Programme related matters before JET Programme Participants arrive in Japan and after they return home. The Ministry of Internal Affairs and Communications (MIC) deals with matters involving fiscal measures for local governments which appoint JET Programme Participants. The Ministry of Education, Culture, Sports, Science and Technology (MEXT) handles matters related to JET Programme Participants involved in foreign language education at schools.

1.5.1. Ministry of Foreign Affairs (MOFA)

An Embassy or Consulate General of Japan overseas is most often the first point of contact with the JET Programme for prospective JET Programme Participants.

The Ministry of Foreign Affairs (MOFA) carries out the following JET Programme-related duties through overseas Japanese embassies and consulates general:

- Promotional activities and information provision
- Recruitment information sessions at universities, etc.
- Distributing application forms
- Selecting candidates
- Sending acceptance notifications
- Holding pre-departure orientations and receptions
- Issuing entry visas
- Assisting with the JET Alumni Association's (JETAA) activities

The Exchange Programs Division of MOFA coordinates the recruitment and selection process of JET Programme Participants through the Embassy or Consulate General of Japan overseas and notifies CLAIR of successful candidates annually in March for placement and assignment to contracting organisations.

MOFA hopes that the JET Programme will help promote mutual understanding between Japan and other countries on a global scale and that JET Programme Participants will not only gain a deeper understanding and appreciation of Japan during their terms of appointment on the Programme, but also maintain contact with Japan and help to further relations between Japan and their home countries following the completion of their terms of appointment.

1.5.2. Ministry of Internal Affairs and Communications (MIC)

The Ministry of Internal Affairs and Communications (MIC) collects requests from local authorities for JET Programme Participants and consults with the two other ministries and CLAIR to determine the number and nationalities of JET Programme Participants.

MIC is responsible for the distribution of the Local Allocation Tax to local governments as part of the necessary financial resources for internationalisation to help cover a portion of the expenses required to host a JET participant, such as remuneration, travel expenses to Japan, etc.

1.5.3. Ministry of Education, Culture, Sports, Science and Technology (MEXT)

The Media, Information and Foreign Language Education Division in the Ministry of Education, Culture, Sports, Science and Technology (MEXT) is responsible for the guidance and training of ALTs in all matters pertaining to education, with particular emphasis on team teaching. MEXT conducts education-related workshops at Post-Arrival Orientation, and creates guidelines for ALT Skill Development Conferences (SDCs).

MEXT hopes the JET Programme will help to improve the communicative competence of Japanese students in foreign languages and promote sports coaching. From MEXT's point of view, the ALT is a source of information for Japanese students and teachers about foreign countries, cultures, ways of life, and languages. MEXT hopes that Japanese teachers will embrace their ALT's enthusiasm for new ideas and, through team-teaching with the ALT, use more communicative teaching methods to further diversify the traditional ways of teaching foreign languages in Japan.

ALTs are expected to provide a global perspective to Japanese students and develop an environment more conducive to learning a living language. Through the influence and contributions of ALTs, MEXT would like to see schools become a place where Japanese children learn not only about their own individuality, but where they learn to appreciate and understand other cultures. It is also hoped that SEAs will achieve similar objectives through the medium of sports.

In addition, in 2015, MEXT established **the Japan Sports Agency** and is working to further the promotion of sports.

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- ① Medication, Quasi-drugs, Cosmetics and Medical Devices
医薬品、医薬部外品、化粧品および医療機器
- ② Date of request
申請日
- ③ Sign here
署名記入
- ④ Please write an e-mail address where we can contact you in case your application is incomplete or contains mistakes.
提出された書類に不備があった場合、あなたに連絡するためにメールアドレスを記入してください。
- ⑤ List the name and quantity of each medication you are applying for. Attach a separate piece of paper if you need more room to write.
申請する全ての薬の名前を記載してください。書く欄がもっと必要な場合は、別紙を添付してください。
- ⑥ Write the quantity of each medication you wish to bring.
持参したい薬の数量を記載してください。
- ⑦ Circle one
○で囲む
- ⑧ Confirm the details of the oath and mark this box
記載内容を確認し、チェックボックスに印をつける
- ⑨ If you are sending medication or are having medication sent to you by post, you must include the AWB No. or the B/L No.
If you are bringing medication with you to Japan, you must write your flight No.
薬を送る場合、AWB、B/Lの番号を記載してください。
薬を持ち込む場合、航空機の便名を記載してください。
- ⑩ Write down your JET No.
あなたのJET番号を記入してください。

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〔別紙第4号様式〕

(Sample)

商 品 説 明 書 (Explanation of Pharmaceutical Product)

(Purpose of Import : For personal use or for treatment of the patient)

商 品 名 (Name of product)	<i>Aspirin tablet 200mg</i>
化学名、一般的 名 称 又 は 本 質 (Chemical Name or Active Ingredients Name)	①ヒアルロン酸(Hyaluronic acid) ②ボツリヌス毒素(Botulinum toxin) ③アスコルビン酸(Ascorbic acid) ④歯牙漂白剤(Dental bleach) ⑤ミノキシジル(Minoxidil) ⑥ベバシズマブ(Bevacizumab) ⑦サリドマイド(Thalidomide) ⑧不活化ポリオワクチン(Inactivated Poliovirus Vaccine) ⑨リドカイン(Lidocaine) ⑩メラトニン(Melatonin) ⑪ヨウ化カリウム(Potassium iodine) ⑫オセルタミビルリン酸塩(Oseltamivir Phosphate) ⑬シルデナフィル(Sildenafil) ⑭漢方(Kampo products) ⑮その他(Other) (Acetyl Salicylic Acid)
用 途 (Intended purpose)	①ガン治療(Cancer treatment) ②強壮剤・ED薬(Tonic medicine, ED medicine) ③うつ・気分障害・不眠治療(Treatment for Depression, Anxiety Disorder, Insomnia) ④栄養補充(Supplement) ⑤美容(Beauty) ⑥痩身効果(Slim figure, Weight Reduction) ⑦避妊(Birth control) ⑧アレルギー治療(Allergy treatment) ⑨育毛(Hair Restoration) ⑩ワクチン(Vaccine) ⑪皮膚麻酔(Topical anesthesia) ⑫眼科治療(Ophthalmology treatment) ⑬歯科治療(Dental treatment) ⑭特定疾病※治療(Specific disease treatment) ⑮震災関連(Earthquake disaster relations) ⑯動物の治療(Animal treatment) ⑰その他(Other) (Antipyretic analgesics) ※特定疾病：介護保険法施行令第2条に規定する疾病（ガンを除く。） (※Specific disease; Disease prescribed in Nursing Care Insurance Law enforcement order Article 2. (Cancer is excluded.))
具 体 的 な 用 途 (効能・効果、用法) (Efficacy, Dosage)	【Efficacy】 <i>Antipyretics, analgesics and anti-inflammatory agents</i> 【Dosage】 <i>Adults : 1 tablet every four hours as needed</i>
規 格 (Specifications)	<i>Aspirin tablets, 10 tablets.</i> <i>Aspirin tablets cased in aluminum laminate box, 10 tablets.</i>

Circle one

該当箇所を○で囲む

Circle one

該当箇所を○で囲む

CONTINUED
前ページ続き

[別紙第 6 号様式]

(Sample)

商 品 説 明 書 (Explanation of Product)

(Pharmaceutical Products are excluded)

商 品 名 (Name of product)	<i>K-PAP Machine Set</i> ・ <i>K-PAP Machine</i> ・ <i>K-PAP Mask</i> ・ <i>Tube</i>
化学名、一般的 名 称 又 は 本 質 (Chemical Name or Active Ingredients Name)	・ <i>K-PAP Machine</i> ・ <i>K-PAP Mask (For replacement)</i> ・ <i>Tube(For replacement)</i>
用 途 (効能・効果) (Efficacy)	<i>Treatment for sleep apnea syndrome</i>
規 格 (Specifications)	・ <i>K-PAP Machine</i> <i>Model; XXX</i> ・ <i>K-PAP Mask</i> <i>Size; XXX</i> ・ <i>Tube</i> <i>Size; Taper:XX. Length:XX</i>

CONTINUED

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We need your supporting documents

Please make sure that you submit necessary documents. If you fail to submit all documents of ①, ②, ③ and ④ as below, we may need to return your application.

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ないようお願いいたします。）

- ① Photocopy of your passport page(s) showing your name, date of birth, nationality, signature, and resident status, e.g., instructor, engineer or trainee.
パスポート(旅券)の写し(氏名、生年月日、国籍、署名、在留資格が確認できるページ)
- ② Document showing that you have no registered address in Japan, such as a certified copy of *johyo* a resident registry document which can be issued at your municipal office.
日本国内に住所を有しなくなったことを確認できる書類(住民票の除票の写し等)
- ◎ You do not need to submit this evidence document if you report to your municipal office that you will reside outside of Japan before you leave Japan. The municipal offices and the Japan Pension Service share necessary evidence information to confirm that you no longer have a registered address in Japan.
- ◎ 帰国前にお住まいの市区町村に転出届を提出していただいた場合には、日本年金機構が、住民票の消除情報から、転出届を提出された方が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 Documents including your bank's certificate or notices, showing your bank's name, name and address of branch office, your bank account number and showing that the account holder's name is your name. Instead of documents, you may have your bank verify your account details and stamp on the column "Bank Stamp for verification" on the application form. You may nominate bank in Japan, as far as your account name is registered in Japanese KATAKANA letters.
Please note you cannot receive your Payments at Japan Post bank (YUUCHO GINKO).
請求書の「銀行の口座証明印」の欄に銀行の証明を受けるか、「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 Pension Handbook or other documents showing your Basic Pension Number.
国民年金手帳、その他基礎年金番号が確認できる書類

Please fill in your coverage history under Japanese public pension systems (Employees' Pension Insurance, National Pension, Seamen's Insurance, and Mutual aid association systems) below.

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

Your pension coverage history: Please provide detailed information as accurately as possible.

履歴(公的年金制度加入経過) ※できるだけ詳しく、正確に記入してください。

(1) Name of your employer (or owner of ship in case you were a crew member) 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 (or owner of ship in case you were a crew member) or your Japanese address while you were covered by the National Pension system 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 coverage periods under the National Pension system 勤務期間または国民年金の加入期間	(4) Type of pension system you were covered by 加入していた年金制度の種別
		Year 年/Month 月/Day 日 From から To まで	1. National Pension 国民年金 2. Employees' Pension Insurance 厚生年金保険 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 厚生年金保険 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 厚生年金保険 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 厚生年金保険 3. Seamen's Insurance 船員保険 4. Mutual Aid Association 共済組合

(Note) Please write your Japanese address only (not workplace address) for the period you were covered by 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。

CONTINUED 前ページ続き

English

How to fill in the form

Please fill in 1. through 6. completely. If they are not complete, we may need to return your application.

- ① Please use capital letters of Roman alphabet especially to fill in [4. Your name, date of birth and address] and [5. Please nominate your bank account for your Payments] .
- ② To fill in [6. Your numbers on your Pension Handbook], please refer to your Pension Handbook(s) for your Basic Pension Number and your registration number(s) for each pension system which you have ever been covered by.
- ③ Please do not write anything in the boxes [Official use only].
- ④ Before you send your application, please make sure you note your Basic Pension Number and other numbers. When you need to contact us, you will need those numbers.
- ⑤ If you do not know your Basic Pension Number, please make sure that you complete "Your pension coverage history" on page 14.

記入上の注意

請求書の1～6については必ず記入してください。

記入のない場合は請求書をお返しする場合があります。

- ① 「4. 請求者氏名、生年月日及び住所」及び「5. 脱退一時金振込先口座」は、アルファベット大文字で記入漏れのないようお願いします。
- ② 「6. 年金手帳の記載事項」の基礎年金番号欄には年金手帳に記載されている基礎年金番号、各制度の記号番号欄には今まで加入したことのある年金制度の年金手帳の記号番号を転記してください。
- ③ 「日本年金機構記入欄」は、記入しないでください。
- ④ 「年金手帳の基礎年金番号及び年金手帳の記号番号」は、後日あなたが照会するときに使用しますので、請求書を提出するときは必ず番号を控えておいてください。
- ⑤ 基礎年金番号がわからない場合は、14 ページの履歴欄を記入してください。

(2019.1)

Please use this address label to send us your application.

切り取って請求書送付時の封筒に貼って使用してください。

(You can send it to the same address from inside or outside of Japan.)

(日本国内から送付する場合も送付先は同じです。)

AIR MAIL

Japan Pension Service

3-5-24, Takaido-nishi, Suginami-Ku,

Tokyo 168-8505 **JAPAN**

〒168-8505 東京都杉並区高井戸西3丁目5番24号

日本年金機構 (外国業務グループ)

TEL. +81 - 3 - 6700 - 1165

(The telephone service is in Japanese.)

STATEMENT OF EARNINGS

源泉徴収票

Sample Statement of Earnings 源泉徴収票見本

平成 年分 給与所得の源泉徴収票

会社 名称 会社 番号	〒 市町村 名称 番 組 番 号	① 住所	② 氏名 姓 名	③ 給与 総 額	④ 給与 控 除 額	⑤ 給与 所得 額	⑥ 社会 保 険 料 等 の 支 払 額	⑦ 所得 税 の 額
③ 1月～12月までの給与総額			④ 1月～12月までの給与控除額			⑤ 1月～12月までの給与所得額		
⑥ 社会保険料等の支払額			⑦ 所得税の額			⑧ 年末調整後の給与所得額		
⑨ 年末調整後の給与総額			⑩ 年末調整後の給与控除額			⑪ 年末調整後の給与所得額		
⑫ 年末調整後の社会保険料等の支払額			⑬ 年末調整後の所得税の額			⑭ 年末調整後の給与所得額		
⑮ 年末調整後の給与総額			⑯ 年末調整後の給与控除額			⑰ 年末調整後の給与所得額		
⑱ 年末調整後の社会保険料等の支払額			⑲ 年末調整後の所得税の額			⑳ 年末調整後の給与所得額		
㉑ 年末調整後の給与総額			㉒ 年末調整後の給与控除額			㉓ 年末調整後の給与所得額		
㉔ 年末調整後の社会保険料等の支払額			㉕ 年末調整後の所得税の額			㉖ 年末調整後の給与所得額		
㉗ 年末調整後の給与総額			㉘ 年末調整後の給与控除額			㉙ 年末調整後の給与所得額		
㉚ 年末調整後の社会保険料等の支払額			㉛ 年末調整後の所得税の額			㉜ 年末調整後の給与所得額		
㉝ 年末調整後の給与総額			㉞ 年末調整後の給与控除額			㉟ 年末調整後の給与所得額		
㊱ 年末調整後の社会保険料等の支払額			㊲ 年末調整後の所得税の額			㊳ 年末調整後の給与所得額		
㊴ 年末調整後の給与総額			㊵ 年末調整後の給与控除額			㊶ 年末調整後の給与所得額		
㊷ 年末調整後の社会保険料等の支払額			㊸ 年末調整後の所得税の額			㊹ 年末調整後の給与所得額		
㊺ 年末調整後の給与総額			㊻ 年末調整後の給与控除額			㊼ 年末調整後の給与所得額		
㊽ 年末調整後の社会保険料等の支払額			㊾ 年末調整後の所得税の額			㊿ 年末調整後の給与所得額		

- ① Address of employee 住所
- ② Name of employee 名前
- ③ Gross earnings from January to December (including tax for those who pay tax in Japan)
1月～12月までの給与総額で、日本で課税される場合は税額分を含む
- ④ Amount remaining from ③ after deductions on income
③から給与所得控除額を引いた額
- ⑤ Fixed deduction based on Social Insurance and other premiums paid
社会保険料などの支払額をもとに一定額を控除するもの
- ⑥ Amount of income tax paid
所得税の額
- ⑦ Amount of Social Insurance premiums paid (Health Insurance and Pension Insurance)
社会保険料（健康保険料、厚生年金保険料）の支払い額

Form 1

JET Programme Participant Goal Management Sheet

Name (Sex)	(M / F)	JET #	
Workplace Name		Nationality	
Period of Appointment	(Year/Month/Day) / / ~ / / 1・2・3・4・5	Date of Interview	(Y/M/D) / /

1 Goal Setting Period (Y/M/D) / / ~ / /

2 Goal Setting / Plan for Achievement

Topic/Challenge and Goal (What will be done?)	Plan for Achievement (How/By when will the goal be achieved?)
【Studying Japanese】	【Method】 ・ JET Programme Japanese Language Course (Course level:) ・ Others ()

3 Achievement Review

Self-evaluation 1 What I accomplished	Self-evaluation 2 What I did not accomplish	Evaluator Review

4 Comments, Opinions

JET Participant	Evaluator

Date: Evaluator's Position and Name 印

Date: JET Participant's Position and Name 印

5 Overseer Check Date: Overseer's Position and Name 印

CIR Evaluation Form

Name (Sex)	(M / F)	JET #	
Workplace		Nationality	
Period of Appointment	(Year/Month/Day) / / ~ / /	Year on Programme 1 • 2 • 3 • 4 • 5	Feedback Date (Y/M/D) / /

1 Work Details (Attendance)

① Tardiness : Never • Occasional • Sometimes • Frequent

② Absence : Never • Occasional • Sometimes • Frequent

③ Comments

--

2 Performance of Duties (4 : Excellent 3 : Good 2 : Poor 1 : Very Poor)

① Translation/Interpretation Aptitude (4 • 3 • 2 • 1)

② Planning (Events etc.) (4 • 3 • 2 • 1)

③ School Visits (4 • 3 • 2 • 1)

④ Responding to enquiries (for PA) (4 • 3 • 2 • 1)

⑤ Comments

--

3 Other (4 : Excellent 3 : Good 2 : Poor 1 : Very Poor)

① Sense of Responsibility (Diligence, Reliability) (4 • 3 • 2 • 1)

② Activeness (Participation in International Events) (4 • 3 • 2 • 1)

③ Treatment of Others (Relations with Coworkers/Citizens) (4 • 3 • 2 • 1)

④ Interest in Japan (Culture • Language • Exchange) (4 • 3 • 2 • 1)

⑤ Comments

--

4 Achievement of Work-related Goals During the Tenure of Appointment (See Goal Management Sheet)

--

5 Observations

--

	Date (Y/M/D)	Evaluator's Position and Name	印
6 Overseer Check	Date (Y/M/D)	Overseer's Position and Name	印

ALT Evaluation Form

Name (Sex)	(M / F)	JET #	
Workplace		Nationality	
Period of Appointment	(Year/Month/Day) / / ~ / /	Year on Programme 1 • 2 • 3 • 4 • 5	Feedback Date (Y/M/D) / /

1 Work Details (Attendance)

- ① Tardiness : Never • Occasional • Sometimes • Frequent
- ② Absence : Never • Occasional • Sometimes • Frequent
- ③ Comments

--

2 Performance of Duties (4 : Excellent 3 : Good 2 : Poor 1 : Very Poor)

- ① Instruction/Planning/Development of Materials (4 • 3 • 2 • 1)
- ② Enthusiasm for Teaching (4 • 3 • 2 • 1)
- ③ Relationships with Japanese Teachers (4 • 3 • 2 • 1)
- ④ Responding to enquiries (for PA) (4 • 3 • 2 • 1)
- ⑤ Comments

--

3 Other (4 : Excellent 3 : Good 2 : Poor 1 : Very Poor)

- ① Sense of Responsibility (Diligence, Reliability) (4 • 3 • 2 • 1)
- ② Activeness (Participation in Extracurricular Activities) (4 • 3 • 2 • 1)
- ③ Treatment of Others (Relations with Coworkers/Citizens) (4 • 3 • 2 • 1)
- ④ Interest in Japan (Culture • Language • Exchange) (4 • 3 • 2 • 1)
- ⑤ Comments

--

4 Achievement of Work-related Goals During the Tenure of Appointment (See Goal Management Sheet)

--

5 Observations

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- 6 Overseer Check Date (Y/M/D) Evaluator's Position and Name 印
- Date (Y/M/D) Overseer's Position and Name 印

SEA Evaluation Form

Name (Sex)	(M / F)		JET #	
Workplace			Nationality	
Period of Appointment	(Year/Month/Day) / / ~ / /	Year on Programme 1 · 2 · 3 · 4 · 5	Feedback Date (Y/M/D)	/ /

1 Work Details (Attendance)

- ① Tardiness : Never · Occasional · Sometimes · Frequent
- ② Absence : Never · Occasional · Sometimes · Frequent
- ③ Comments

--

2 Performance of Duties (4 : Excellent 3 : Good 2 : Poor 1 : Very Poor)

- ① Coaching / Planning (4 · 3 · 2 · 1)
- ② Enthusiasm for Coaching (4 · 3 · 2 · 1)
- ③ Relationship with Japanese Coaches/Teachers (4 · 3 · 2 · 1)
- ④ Comments

--

3 Other (4 : Excellent 3 : Good 2 : Poor 1 : Very Poor)

- ① Sense of Responsibility (Diligence, Reliability) (4 · 3 · 2 · 1)
- ② Activeness (Participation outside of Club Activities) (4 · 3 · 2 · 1)
- ③ Treatment of Others (Relations with Coworkers/Citizens) (4 · 3 · 2 · 1)
- ④ Interest in Japan (Culture · Language · Exchange) (4 · 3 · 2 · 1)
- ⑤ Comments

--

4 Achievement of Work-related Goals During the Tenure of Appointment (See Goal Management Sheet)

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5 Observations

--

- 6 Overseer Check Date (Y/M/D) Evaluator's Position and Name 印
- Date (Y/M/D) Overseer's Position and Name 印

Essential Information from Outgoing to Incoming JET Programme Participants (To be filled out by current JET participants for their successors)

1 Self-Introduction

Welcome to the JET Programme! My name is (). I'm from (). I've compiled some information below that I hope will prove useful for your transition to your new home and workplace. I hope that you have a wonderful tenure on the JET Programme and I wish you the best of luck!

Contact Details	(Cell) Phone number: <input type="text"/>
	E-mail: <input type="text"/> @ <input type="text"/>
I will/will not be in Japan when you arrive. I will/will not be able to meet you. [Date(s): <input type="text"/>]	

2 Packing

Things to bring that will prove useful for daily life or work.	Things you do NOT need to bring.	Things you can/should send ahead.
• <input type="text"/>	• <input type="text"/>	• <input type="text"/>
• <input type="text"/>	• <input type="text"/>	• <input type="text"/>
• <input type="text"/>	• <input type="text"/>	• <input type="text"/>
Bring to the Tokyo Post-Arrival Orientation: General Information Handbook (GIH), pencil, business suit & shoes		
Gifts (<i>omiyage</i>): (e.g. CO/school/workplace/department etc.)		
• There are (<input type="text"/>) people to bring omiyage for at the (<input type="text"/>).		
• There are (<input type="text"/>) people to bring omiyage for at the (<input type="text"/>).		
• <input type="text"/>		
Notes/Suggestions:		

3 About your new home

Apartment/ House Information	You will/will not be placed in the same accommodations as me.	
	Floor/Room number (<input type="text"/>) floor, room number (<input type="text"/>)	
	Number (type) of rooms: <input type="text"/>	
	Rent (monthly)	¥ <input type="text"/>
	Key Money (<i>reikin</i>)	¥ <input type="text"/>
	Deposit (<i>shikikin</i>)	¥ <input type="text"/>
	Utilities (electric, gas, water, etc.)	¥ <input type="text"/>
	Other (cell phone, internet, etc.)	¥ <input type="text"/>
	Suggested amount to bring to last until payday	¥ <input type="text"/>

Local Area	Size: Rural ▪ ▪ Suburban ▪ ▪ Urban
	Weather/Climate: Cold ▪ ▪ mild ▪ ▪ Hot <div> <input type="checkbox"/> Wind <input type="checkbox"/> Snow <input type="checkbox"/> Other () </div>
	Possession of an automobile: Unnecessary ▪ Useful ▪ Vital
	Useful links (Prefecture/Town Homepage, Wikipedia, etc.)
	<ul style="list-style-type: none"> • •

4 Contracting Organisation/Workplace

Basic Information	Supervisor: ()
	Other useful contacts: ()
	Working Hours: : ~ :
	Commute: ()
	Dress Code: ()
First Week	<ul style="list-style-type: none"> ● Registration at the municipal office ● Receive your personal seal ● Open a bank account ● Contract a cell-phone ● Paperwork (Terms and Conditions/ Insurance/Pension/Local Tax form)

5 Model Work Day

Workplace: ()		
Job Duties		
Schedule (Time / Activity)		Elaboration/Notes
Other Useful Information (e.g. available equipment, rules, computer/printing information etc.)		

6 Additional Information

Local Area (e.g. closest metropolitan area, available facilities, activities and events in the area, recommendations)	
Contracting Organisation/Workplace (e.g. information about the office/other colleagues, leave/holiday, smoking policy)	
Other	

Checklist of Things to Leave for the Successor

<input type="checkbox"/>	Predecessor's post-JET contact details (such as an address, e-mail address, etc.)
<input type="checkbox"/>	Town map/Bus/Train schedules
<input type="checkbox"/>	List of emergency phone numbers and work phone numbers
<input type="checkbox"/>	Instructions for how to use the household appliances
<input type="checkbox"/>	Instructions for garbage (e.g. pick-up schedule and how to separate trash)
<input type="checkbox"/>	Copies of paid bills
<input type="checkbox"/>	Office/School schedule and seating chart
<input type="checkbox"/>	Work notes (e.g. notes on projects, team-teaching, lesson plans)
<input type="checkbox"/>	Other ()

(To be printed and kept with you)

Name in Katakana:	
Address: 〒 -	
Phone number: ()	Workplace phone number: ()
Supervisor phone number: ()	JET #:

Immigration Bureaus / Information Centres

Immigration Information Centres

For general information regarding your Status of Residence please contact your nearest Information Centre below. The local Immigration Bureau Branch Office (with a few exceptions) processes Status of Residence renewals, re-entry permits, etc.

〒	Address	TEL
983-0842	1-3-20 Gorin, Miyagino-ku, Sendai City, Miyagi Prefecture	TEL: 0570-013904 (IP, PHS, from overseas : 03-5796-7112) Weekdays 8:30-17:15 (Japanese, English, Korean, Chinese, Spanish, etc.) HP: http://www.immi-moj.go.jp/info/
108-8255	5-5-30 Konan, Minato-ku, Tokyo	
236-0002	10-7 Torihama-cho, Kanazawa-ku, Yokohama City, Kanagawa Prefecture	
455-8601	5-18 Shoho-cho, Minato-ku, Nagoya City, Aichi Prefecture	
559-0034	1-29-53 Nanko-kita, Suminoe-ku, Osaka City, Osaka Prefecture	
650-0024	29 Kaigan-dori, Chuo-ku, Kobe City, Hyogo Prefecture	
730-0012	2-31 Kami-hatchobori, Naka-ku, Hiroshima City, Hiroshima Prefecture	
810-0073	3-5-25 Maizuru, Chuo-ku, Fukuoka City, Fukuoka Prefecture	

One-Stop Information Centres

These centres can offer services in the indicated foreign languages over telephone or in person.

	Address	TEL	Available Languages
Consultation Support Center for Foreign Residents	160-0021 "Haijia" 11F 2-44-1 Kabuki-cho, Shinjuku-ku, Tokyo	03-3202-5535	English, Chinese (Mon-Fri (except on the 2nd and 4th Wed of the month)) Portuguese (Thu), Spanish (Mon, Thu), Bengali (Tue), Indonesian (Tue), Vietnamese (Thu, Fri)
Saitama Information & Support Centre for Foreign Residents	330-0074 Urawa Godo Chosha 3F 5-6-5 Kita-urawa, Urawa-ku, Saitama City, Saitama Prefecture	048-833-3296	Immigration and Status Residence Consultations Portuguese (Mon, Wed, Fri)
			Employment Consultation for Foreigners English, Portuguese, Spanish, Chinese, Korean, Tagalog, Thai, Vietnamese (Tue)
			Information about daily-life related services English, Portuguese, Spanish, Chinese, Korean, Tagalog, Thai, Vietnamese (always)
Hamamatsu One-Stop Support Center for Foreign Residents	430-0916 Create Hamamatsu 4F 2-1 Hayauma-cho, Naka-ku, Hamamatsu City, Shizuoka Prefecture	053-458-2170	Immigration and Status Residence Consultations and Information Portuguese, Spanish (Wed)
			Information about daily-life related services English (Mon-Fri), Portuguese (Tue-Sun), Chinese (Fri), Spanish (Sun), Tagalog (Thu), Vietnamese (Sat), Indonesian (Sun)

Regional Immigration Bureaus and District Offices

Please access the following link for detailed information about regional immigration offices and district offices:

<http://www.immi-moj.go.jp/english/soshiki/index.html>

Sexual Harassment Enquiry Centres

(1) Sexual harassment related to work can be discussed at Equal Employment Department in Prefectural Labour Bureau Offices located in each prefecture. Please note that some offices may not be able to answer enquiries in English.

Prefecture	TEL
Hokkaido	011-709-2715
Aomori	017-734-4211
Iwate	019-604-3010
Miyagi	022-299-8844
Akita	018-862-6684
Yamagata	023-624-8228
Fukushima	024-536-2777
Ibaraki	029-277-8295
Tochigi	028-633-2795
Gunma	027-896-4739
Saitama	048-600-6210
Chiba	043-221-2303
Tokyo	03-3512-1611
Kanagawa	045-211-7357
Niigata	025-288-3511
Toyama	076-432-2740
Ishikawa	076-265-4429
Fukui	0776-22-0221
Yamanashi	055-225-2851
Nagano	026-227-0125
Gifu	058-245-1550
Shizuoka	054-252-5310
Aichi	052-857-0312
Mie	059-226-2318

Prefecture	TEL
Shiga	077-523-1190
Kyoto	075-241-3212
Osaka	06-6941-8940
Hyogo	078-367-0820
Nara	0742-32-0210
Wakayama	073-488-1170
Tottori	0857-29-1709
Shimane	0852-31-1161
Okayama	086-225-2017
Hiroshima	082-221-9247
Yamaguchi	083-995-0390
Tokushima	088-652-2718
Kagawa	087-811-8924
Ehime	089-935-5222
Kochi	088-885-6041
Fukuoka	092-411-4894
Saga	0952-32-7167
Nagasaki	095-801-0050
Kumamoto	096-352-3865
Oita	097-532-4025
Miyazaki	0985-38-8821
Kagoshima	099-223-8239
Okinawa	098-868-4403

Reference: <http://www.mhlw.go.jp/file/06-Seisakujouhou-11900000-Koyoukintoujidoukateikyoku/0000137187.pdf>

- (2) The Ministry of Justice also offers telephone interpretation services in other languages. You can access this service from anywhere within Japan.

Phone number: 0570-090911

Hours: Weekdays except for the year-end New Year holidays 9:00—17:00

Available Languages: English, Chinese, Korean, Filipino, Portuguese, and Vietnamese, Nepali, Spanish, Indonesian and Thai.

Reference: <http://www.moj.go.jp/JINKEN/jinken21.html>

Sexual Assault Enquiry/Consultation Centres

1. Sexual Assault Relief Centres (One-Stop Support Centres for Victims of Sexual Assault)

Prefecture	Operating Hours	Phone Number
Hokkaido Prefecture/ Sapporo City	Mon - Fri 13:00 - 20:00 (except for National Holidays and the year-end New Year Holidays)	050-3786-0799
Aomori Prefecture	Mon - Wed 10:00 - 21:00 Tue, Thu, Fri 10:00 - 17:00 (except for National Holidays and the year-end New Year Holidays)	017-777-8349
Iwate Prefecture	Mon - Fri 10:00 - 17:00 (except for National Holidays and the year-end New Year Holidays)	019-601-3026
Miyagi Prefecture	Mon - Fri 10:00 - 20:00 Sat 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	0120-556-460
Akita Prefecture	Mon - Fri 10:00-19:00 (except for National Holidays and the year-end New Year Holidays)	0800-8006-410
Yamagata Prefecture	Mon - Fri 10:00-21:00 (except for National Holidays and the year-end New Year Holidays)	023-665-0500
Fukushima Prefecture	Mon, Wed, Fri 10:00 - 20:00 Tue, Thu 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	024-533-3940
Ibaraki Prefecture	Mon - Fri 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	029-350-2001
Tochigi Prefecture	Mon - Fri 9:00 - 17:30 Sat 9:00 - 12:30 Emergency Medical Reception until 22:00 (except for National Holidays and the year-end New Year Holidays)	028-678-8200
Gunma Prefecture	Mon - Fri 9:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	027-329-6125
Saitama Prefecture	24 hours 365 days	048-839-8341
Chiba Prefecture/ Chiba City	Mon - Fri 9:00 - 21:00 Sat 9:00 - 17:00(except for National Holidays and the year-end New Year Holidays) (Emergency Support 24 hours 365 days)	043-251-8500
Chiba Prefecture	Mon – Fri 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	043-222-9977
Tokyo	24 hours 365 days	03-5607-0799
Kanagawa Prefecture	24 hours 365 days	045-322-7379
Niigata Prefecture	Tue – Thu 10:00 - 16:00 Fri from 10:00 until 16:00 of the following Monday (Continuous Operation) Holidays from 10:00 until 10:00 of the following day (except for National Holidays and the year-end New Year Holidays)	025-281-1020

Toyama Prefecture	24 hours 365 days	076-471-7879
Ishikawa Prefecture	Mon – Fri 8:30-17:15 (except for National Holidays and the year-end New Year Holidays)※For Emergency Consultations 24 hours 365 days	076-223-8955
Fukui Prefecture	24 hours 365 days	0776-28-8505
Yamanashi Prefecture	Mon - Fri 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	055-222-5562
Nagano Prefecture	24 hours 365 days	026-235-7123
Gifu Prefecture	24 hours 365 days (Reception)In-Person Consultation (Reservation required): Mon - Fri 10:00 - 16:00(except for National Holidays and the year-end New Year Holidays)	058-215-8349
Shizuoka Prefecture	24 hours 365 days	054-255-8710
Aichi Prefecture	Mon - Sat 9:00 - 20:00(except for National Holidays and the year-end New Year Holidays)	0570-064-810For incoming calls only from Aichi Prefecture
	24 hours 365 days	052-835-0753
Mie Prefecture	Mon - Fri 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	059-253-4115
Shiga Prefecture	24 hours 365 days	090-2599-3105
Kyoto Prefecture	10:00 - 22:00 (operating all year round)	075-222-7711
Osaka Prefecture	24 hours 365 days	072-330-0799
Hyogo Prefecture	Mon – Wed, Fri, Sat 10:00 - 16:00(Except for National Holidays, Dec 28 - Jan 4, August 12 - 16)	078-367-7874
Nara Prefecture	Tue – Sat 9:30 - 17:30(except for National Holidays and the year-end New Year Holidays. If Monday is a National Holiday except for the following day.)	0742-81-3118
Wakayama Prefecture	Phone Consultations: every day 9:00 - 22:00 (Reception until 21:30 Emergency Medical assistance such as for pregnancy until 22:00 (except for the year-end New Year Holidays) In-Person Consultation (Reservation required) Mon - Fri 9:00 - 17:45 (except for National Holidays and the year-end New Year Holidays)	073-444-0099
Tottori Prefecture	Phone Consultations: Mon, Wed, Fri 11:00 - 13:00, 18:00 - 20:00(except for the year-end New Year Holidays)Enquiries: Mon - Fri 9:00 - 17:00 (except for National Holidays and the year-end New Year Holidays)	0120-946-328 (free dial for incoming calls within the Prefecture)0857-26-7187 (for incoming calls outside the Prefecture)

Shimane Prefecture	Mon - Fri 8:30 - 17:15 (except for National Holidays and the year-end New Year Holidays)	0852-25-3010
Okayama Prefecture	Mon - Sat 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	086-206-7511
Hiroshima Prefecture	24 hours 365 days	082-298-7878
Yamaguchi Prefecture	24 hours 365 days	083-902-0889
Tokushima Prefecture	24 hours 365 days	Tokushima Dial 0570-003889 Central Area 088-623-5111 Southern Area 0884-23-5111 Western Area 0883-52-5111
Kagawa Prefecture	Mon - Fri 9:00 - 20:00 Sat 9:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	087-802-5566
Ehime Prefecture	24 hours 365 days	089-909-8851
Kochi Prefecture	Mon - Sat 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	080-9833-3500
Fukuoka Prefecture / Kita-Kyushu City/ Fukuoka City	24 hours 365 days	092-762-0799
Saga Prefecture	Mon - Fri 9:00 - 17:00	0952-26-1750
	Tue - Sat 9:00 - 21:00, Sundays and National Holidays 9:00 - 16:30	0952-26-0018
Nagasaki Prefecture	Mon - Fri 9:30- 17:00 (except for National Holidays and 12/28 - 1/4)	095-895-8856
Kumamoto Prefecture	Every day 24 hours (except for 12/28 22:00 - 1/4 10:00)	096-386-5555
Oita Prefecture	Mon - Fri 9:00 - 20:00 (except for National Holidays and the year-end New Year Holidays)	097-532-0330
Miyazaki Prefecture	Mon - Fri 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	0985-38-8300
Kagoshima Prefecture	Tue - Sat 10:00 - 16:00 (except for National Holidays and the year-end New Year Holidays)	099-239-8787
Okinawa Prefecture	24 hours 365 days	#7001

2. National Hotline for Victims of Sexual Assault

Number: #8103

A nation-wide speed dial number was set up to create an environment where it is easy for victims of sexual abuse to receive consultations. You can call this number to reach all Prefectural Police Sexual Assault Consultation Centres.

3. Tokyo English Lifeline (TELL)

TEL: 03-5774-0992

TELL Counseling offers confidential in-person psychotherapy services for adult individuals, couples, families, children, and adolescents.

HELPLINES • MENTAL HEALTH

Tokyo Lifeline	7 days a week, 24 hours	03-3264-4343
List of Lifelines in Japan	https://www.inochinodenwa.org (Website in Japanese only)	
Tokyo English Lifeline (TELL)	9:00-23:00 Daily https://www.telljp.com	03-5774-0992
TELL Counselling (Tokyo)	By appointment https://www.telljp.com/counselling/	03-4550-1146 (English) 03-4550-1147 (Japanese)
AJET Peer Support Group	7 days a week, 20:00-7:00	050-5534-5566 Skype: "AJETPSG" (English only)
IMHPJ (International Mental Health Professionals Japan)	https://www.imhpj.org/ (English only)	

EMERGENCY SERVICES

Japan Helpline	http://jhhelp.com/en/jhlp.html
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SUPPORT GROUPS

Alcoholics Anonymous (Tokyo)	https://aajapan.org/english/
Overeaters Anonymous (Tokyo)	http://oajapan.capoo.jp/

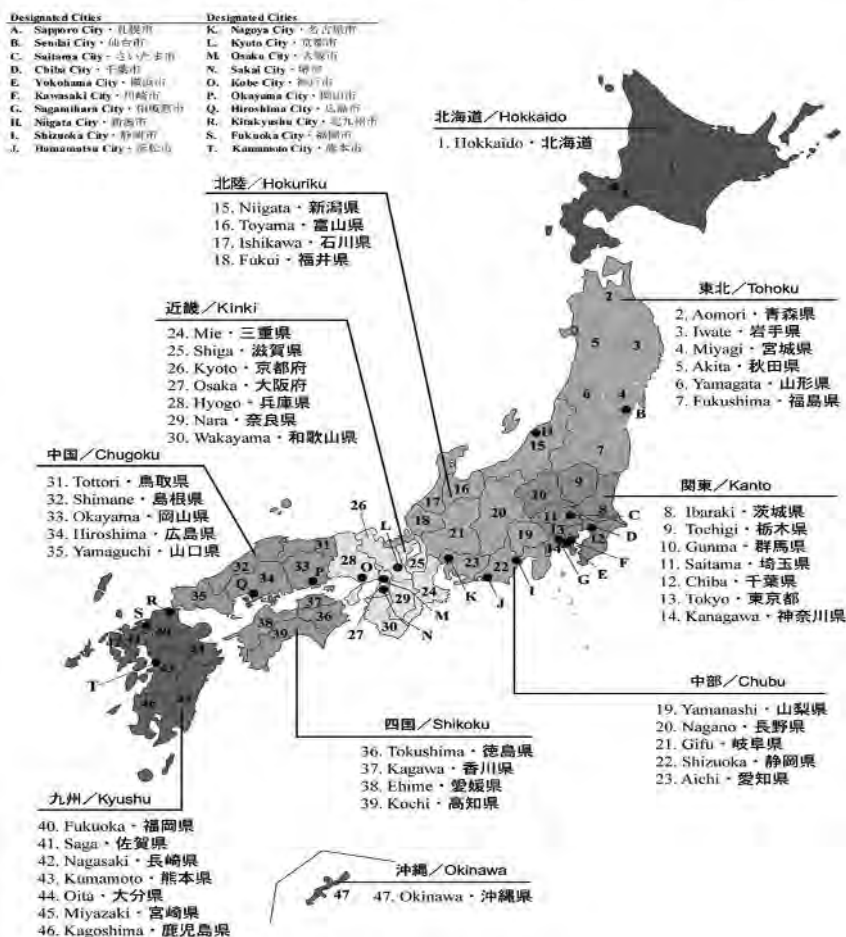
INFORMATION

List of Embassies, Consulates and International Organisations in Japan	https://www.mofa.go.jp/mofaj/link/emblist/ http://www.mofa.go.jp/about/emb_cons/protocol/index.html	
AMDA International Medical Information Center (Tokyo)	http://eng.amda-imic.com/index.php (Japanese, English, Chinese, Korean, Spanish, Portuguese, Thai, Filipino, Vietnamese)	
Japan HIV Center (Tokyo)	Weekdays, 9:00-21:00 http://www.npo-jhc.com/	1st Saturday, 12:00-15:00 03-5259-0256 (English) Mon-Thu 9:00-21:00 Friday 9:00-18:00 Holidays 14:00-17:00 03-3292-9090 (Japanese)

Map of Japan 日本地図

47 Prefectures, 20 Designated Cities

47都道府県・20政令指定都市



日本の都道府県、市町村

Japanese Prefectures, Cities, Towns, and Villages

「地方自治体」、「地方公共団体」という用語はどちらも同じ意味であり、日本に1741（2018年10月1日現在）あって、地方自治が認められている都道府県や市町村・特別区を指します。

(引用: https://www.j-lis.go.jp/spd/code-address/kenbetsu-inspection/cms_11914151.html)

日本の地方公共団体には二つのレベルがあります。

都道府県は海外の州、省、郡、地域などに似た形態です。日本には47の都道府県があり、政令指定都市が20あります。政令指定都市は都道府県と同等の自治を要求できる都市で、北から順に札幌、仙台、さいたま、千葉、川崎、相模原、横浜、新潟、静岡、浜松、名古屋、京都、大阪、堺、神戸、岡山、広島、福岡、北九州および熊本がこれにあたります（2014年11月現在）。

基本となる単位は市町村です。市町村は地方自治体であって、学校と事業所を管理し、JETプログラムの任用団体となることができます。

The terms Local Government Authority (*Chihō Jichitai*) and Local Body (*Chihō Kōkyō Dantai*) are generally interchangeable and refer to the 1,741 (as of 1 October, 2018) prefectures, cities, towns, villages and special wards with local autonomy in Japan. (Reference: https://www.j-lis.go.jp/spd/code-address/kenbetsu-inspection/cms_11914151.html)

Local government in Japan operates on two levels.

Prefectures operate similarly to a state, province, county, or region overseas. There are 47 prefectures (*to, dō, fu, or ken*) and 20 Designated Cities (*seirei shitei toshi*) in Japan. Designated Cities are cities which require a prefectural form of government and are (in order from north to south): Sapporo City, Sendai City, Saitama City, Chiba City, Kawasaki City, Sagami City, Yokohama City, Niigata City, Shizuoka City, Hamamatsu City, Nagoya City, Kyoto City, Osaka City, Sakai City, Kobe City, Okayama City, Hiroshima City, Fukuoka City, Kitakyushu City and Kumamoto City (as of November 2014).

At the most basic level are the cities, towns and villages (*shi, chō and son*). A city, town, or village is a local government body, and as such, may be a JET Programme contracting organisation administering a number of schools and offices.

After arriving in Japan



iOS/Android App



- The Council of Local Authorities for International Relations (CLAIR) has released a free iOS/Android App "Japan Life Guide" which provides information in 14 languages about daily life for foreign residents living in Japan. You can use this app as an everyday guide as well as in times of disaster.



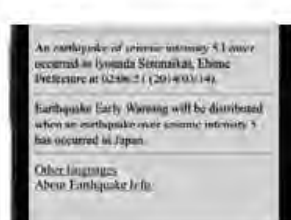
App Features

- Easy to understand information in 14 languages and 17 topics such as status of residence, housing, education, health and more.
- When an earthquake over seismic intensity 5 occurs in Japan, the app will notify users in the language of their choice.



Service in 14 languages

- English, Chinese, Korean, Spanish, Portuguese, Tagalog, Vietnamese, Indonesian, Thai, German, French, Russian, Japanese (with Japanese syllabaries/furigana), Simple Japanese



Download from your Smartphone or Tablet

Web browser: <http://www.clair.or.jp/tagengo/>

iOS: App Store

Android: Google Play

Search "Japan Life Guide"



お問い合わせ Inquiry

多文化共生部 多文化共生課 Department of Multiculturalism Promotion

TEL: 03-5213-1725 E-mail: tabunka@clair.or.jp



一般財団法人

自治体国際化協会

The Council of Local Authorities for International Relations (CLAIR)

〒102-0083 東京都千代田区麹町1-7 相互半蔵門ビル6・7F Sogo Hanzomon Build. 6,7F 1-7 Kojimachi Chiyoda-ku Tokyo

<http://www.clair.or.jp/>

After arriving in Japan



"Safety tips" notifies a user with Earthquake Early Warnings, Tsunami Warnings, Volcanic Warnings, Weather Warnings, Heat illness Warnings and Civil Protection Information issued in Japan.

It is a free application developed under the supervision of Japan Tourism Agency.

This Application notifies a user with EEW, Tsunami Warnings, Volcanic Warnings, Weather Warnings, Heat illness Warnings and Civil Protection Information issued in Japan. It is a free application developed under the supervision of Japan Tourism Agency.

The Application provides various functions useful for foreign tourists in Japan. The application is available in five languages: English, simplified and traditional Chinese, Korean, and Japanese.



After arriving in Japan



Request to Register Contact Information

Please make sure to access the link below and register your contact information as soon as possible. CLAIR will send important notifications to the e-mail address you register.

Note: Registering to this system below does NOT register you to CLAIR's Emergency Contact/Safety Confirmation System. Please refer to the separate 'Emergency Contact/Safety Confirmation System: Login' handout for information about how to register.

1. JET Contact Information Survey Website URL

<https://goo.gl/u1gVT2>

2. ID & Password

ID: your JET number (11 digits starting from 20)

* Please contact your supervisor if you are not sure.

Password: your date of birth (YYYYMMDD)

3. Items to be registered

The name of your main workplace*, the telephone number* and the fax number of your main workplace, personal e-mail address*, personal telephone number, and preference regarding enrollment in one of the JET Programme's Japanese Language Courses*.

*required

4. Method for changing registered information

Your registered information can be updated through this website.

To update your contact information, log in to the above website and overwrite the information you want to update, making sure to re-register your personal e-mail address in the 'Personal E-mail Address Confirmation' field before clicking the 'Update' button.

Notification about the Contact Information Survey for JET Programme Participants

Error messages on the JET Contact Information Survey website are displayed in Japanese only.

Example error message



JET参加者連絡先登録(さんかしゃれんらくさきとうろく)フォーム Contact Information Survey for JET Programme participants

あなたの姓(せい)・名(めい)・任用団体名(にんようだんたいめい)が正(ただ)しいことを確認(かくにん)してください。
※姓(けい)・名(めい)・任用団体名(にんようだんたいめい)は変更(へんこう)できません。誤(あやまり)がある場合(ばあい)、任用団体担当者(にんようだんたいとうしや)に連絡(れんらく)してください。
As you cannot change your first/last name, including the name of your contracting organisation afterwards, please double check this information before submitting. If any of this information is incorrect, please contact your contracting organisation supervisor.

「代表勤務先名」を入力してください。
「代表勤務先電話番号」を入力してください。
「個人メールアドレス」を入力してください。
「日本語講座」を選択してください。

← Error messages are displayed here. If an error message is displayed, please refer to the following error message correspondence table.

姓(せい) Last name
名(めい) First name
任用団体名(にんようだんたいめい)
Contracting organisation

* Error message table

No.	Japanese	English
1	「代表勤務先名」を入力してください。	Please enter your main workplace.
2	「代表勤務先電話番号」を入力してください。	Please enter your main workplace phone number.
3	「個人メールアドレス」を入力してください。	Please enter your personal e-mail address.
4	「日本語講座」を選択してください。	Please select your preference regarding the Japanese Language Course.
5	「個人メールアドレス」はメールアドレスとして正しく入力されていません。	Your personal e-mail address is invalid.
6	「代表勤務先名」は1文字から128文字の範囲で入力してください。	The name of your main workplace must be between 1 and 128 characters.
7	「個人メールアドレス」は確認入力と一致しません。	Please confirm your e-mail address by entering the same address twice.

Emergency Contact/Safety Confirmation System **Emergency Call**

■Login

To access Emergency Call from an Internet-connected PC, enter the following URL in the address bar of your browser and go to the web site.

URL: **https://asp2.emc-call.jp/clair/**

Click "English" at the bottom of screen.



Click "To Safety Confirmation"



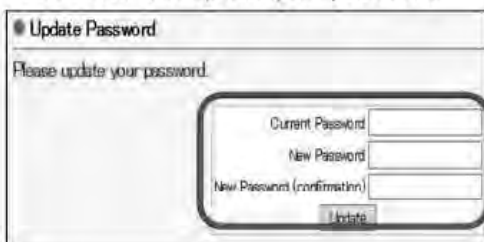
Enter User Id and Password, then click "Login" button.



User ID: (last 9 digits of your JET number)
Password: (same as above)

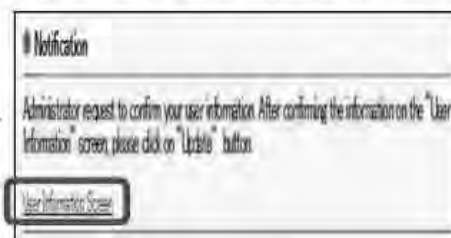
■Update Password

Enter "Current Password", and "New Password", to update your password



■User Information Screen

Click "User Information Screen"



■ Registering Contacts

Register contacts from the "User Information" menu

First, choose a form of contact from the "Media" tab, then you enter an e-mail address or number. Emergency information is delivered to the contact from the top of list down. There is no need to fill in all of the entries.

■ Running Tests

To ensure the registered e-mail address is valid, the system will send a test e-mail.

■ When you receive the alerts



Click the URL in the e-mail text.

Either of the URLs listed will work.

ユーザ1
2012/12/10 19:41:24
A major earthquake has occurred in the Kanto region. Please register your safety situation.

* Please register your safety situation from the following URL or telephone number.

URL: <https://emc-call.jp/XXXX/>
URL: <https://emc-call2nd.jp/XXXX/>
TEL: XX-XXXX-XXXX
TEL: XX-XXXX-XXXX

Select the answer to each of the items listed.
Click the "Answer" button to confirm your safety.

The screenshot shows a mobile application window titled "Confirmation Status - Safety confirmation-". It displays the following information:

- Start time: 2014/03/07 17:26
- Title: A major earthquake
- Confirmation status: Unanswered
- Division / Sender name: [John Smith]

Below this, it says "Safety confirmation- Items to confirm" and "Select your safety situation". There are four dropdown menus, each with "[Please select]" as the current selection:

- Select safety situation of your family
- Select situation of your home
- Select possibility to work

At the bottom of the form is a button labeled "Answer". Below the form, there is a section for "Emergency message" which repeats the text: "A major earthquake has occurred in the Kanto region. Please start acting according to the manual of disaster recovery."

E-mails will be sent from this address

clair@asp2.emc-call.jp

* Please check your e-mail setting to ensure you can receive e-mails from this address.

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JET プログラム

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