

# Guide to living in Kofu City



English edition

英語

## Kofu City free consultation services

Kofu city provides free consultation services for everyday issues which international residents may have.

We have English, Chinese, and Korean speaking staff. A translator device will be used for other languages.

Opening Hours: 9:00 a.m. to 4:00 p.m., Monday to Friday  
Location: Public Services Division  
Kofu City Hall, 2<sup>nd</sup> floor, Counter No. 10  
Closed: Weekends, National holidays, 12/29 to 1/3

### Check out our Homepage!

- **Kofu City Homepage**

Many of the latest details about municipal administration can be found here.

Please use the auto-translation feature on the top of the page to translate a page into the following 11 languages: English, 简体字中文, 繁體字中文, 한국어, Español, Tiếng Việt, Française, Português, ภาษาไทย, हिन्दी and Bahasa Indonesia

<https://www.city.kofu.yamanashi.jp/index.html>



- **City information for international residents**

You will find a wide range of helpful information available in multiple foreign languages.

<https://www.city.kofu.yamanashi.jp/kurashi/gaikoku/index.html>



- **Guide to living in Kofu city**

To download this guide, please click on the following link or scan the QR code provided below.

<https://www.city.kofu.yamanashi.jp/shimin/kurashi/gaikoku/guide.html>



# **Guide to living in Kofu City**

English edition

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# 1

## Daily information

### (1) Jichikai - Neighborhood Associations -

Jichikai is a neighborhood association that consists of residents living within the same area, in a town or housing complex, where community activities are organized to keep a cozy and comfortable living environment.

Community activities include passing around a clipboard ("Kairanban") to share local information, collecting garbage, cleaning the local parks, holding festivals and sports days, etc.

Although enrollment is optional, it would give you a chance to become more familiar with your neighborhood and get to know your neighbors.

If you have any questions about your living area, please contact the head of the Jichikai in your neighborhood.

Contact details: Kofu City Neighborhood Association Bureau  
Phone: 055-235-1168

### (2) Inkan (Hanko)

In Japan, Inkan (or Hanko) is often used in place of a signature on documents. You may be asked to sign and to put your Inkan (hanko) on important documents.

There are two kinds of Inkan. One is called "*Jitsu-in*", which can be registered at City Hall. "*Jitsu-in*" will be required when purchasing an automobile and buying and selling real estate. Registrations can be completed at the public service counters in City Hall.

The other one is an unregistered hanko called "mitome-in". It is often required on bank-related documents.

#### I. How to register your "*Jitsu-in*"

Those who are aged 15 and over and have an address with Kofu City can register a "*Jitsu-in*".

A "*Jitsu-in*" must contain your name (First name, family name or full name) or alias, which has been registered with the City. "*Jitsu-in*" made of certain materials, such as rubber, and some character forms cannot be registered. Please contact City Hall for more information before registering.

##### ● What do I need to register my "*Jitsu-in*"?

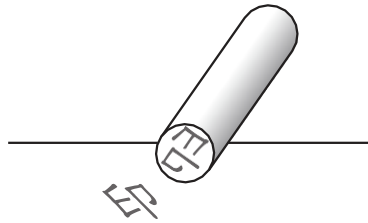
- ① A government-issued photo ID (e.g., a residence card)
- ② *Jitsu-in* (Diameter must be between 8 mm and 25 mm)

##### ● Where can I register?

- Public Services Division, Kofu City Hall 2<sup>nd</sup> floor
- Nakamichi Branch Office (Only for those who live in the Nakamichi area)
- Kami-kuishiki Branch Office (Only for those who live in the Kami-kuishiki area)

※ Please contact City Hall for more information.

Contact details: Public Services Division, Kofu City Phone: 055-237- 5337



### (3) Trash Disposal

Leave your trash at the designated trash collection location in your living area. Please follow the rules for trash disposal to keep your community clean.

Sort out your trash into "*burnable*," "*unburnable*," "*recyclable*," "*plastics*," and "*mixed paper*," and, leave it at your trash collection location by 8:30 a.m. on a designated collection day for each trash category. Do not put your trash out after 8:30 a.m. or other than on the scheduled days of collection.

#### I. Burnable trash

Burnable trash collections take place twice a week: "Monday and Thursday" or "Tuesday and Friday" depending on the area you live in. Ensure to dispose of your waste in designated yellow plastic trash bags. These trash bags are available at supermarkets and convenience stores.

Burnable trash includes the following:

Kitchen waste, waste paper, leaves, flowers, sport shoes, and other items such as video tapes.

- ※ Be sure to first dump faeces from a diaper or pets' faeces into the toilet.
- ※ Burnable trash collection days differ depending on the area you live in.

Please ask your neighbors or the Environmental Division, Kofu City, for more information.

#### II. Unburnable trash

Unburnable trash collections set by the city take place once a month. Be sure to dispose of small items in designated blue plastic trash bags. If a piece of trash does not fit in a bag, put an "unburnable trash sticker" on the trash instead. These trash bags and stickers are available at supermarkets and convenience stores.

Unburnable trash includes the following:

Chinaware, broken glass, beds, futons, carpets, mattresses, furniture, tree branches, etc.

#### III. Recyclable trash

Recyclable trash collections take place once a month. Your collection location is the same as for unburnable trash. Recyclable trash includes the following:

Empty cans and bottles, newspaper, magazines, cardboard boxes, milk cartons, metal items, clothes (torn or dirty clothes are categorized as burnable rubbish), PET bottles, styrene foam food trays, paper containers and packaging materials, fluorescent tubes, dry batteries, etc.

- ※ Ensure the cans are completely empty. Do not poke a hole in spray cans. Dispose of them in clear plastic bags.
- ※ On a rainy day, dispose of paper goods and clothes in any clear or semi-clear plastic bags. Wet paper goods and clothes cannot be collected.

#### IV. Plastics

Plastic trash collections take place every Saturday. Your collection location is the same as for burnable Trash. Be sure to dispose of plastic trash in any clear or semi-clear plastic bags. Plastic waste includes the following:

Cups, bags, bottles, colored trays, lids, labels, sheets, and packing materials

#### V. Mixed Paper

Mixed paper collections take place every Wednesday.

Ensure to dispose of clean mixed paper waste in any paper bags or a 45-liter clear or semi-clear plastic bags. Close a bag with sticky tape or staples and leave it at your collection location for burnable trash. The mixed paper includes the following:

Copy paper, note pad paper, business cards, postcards, envelopes, photographs, receipts, tickets, posters, calendars, shredded paper, wrapping paper.

#### VI. Uncollectible trash

Please follow one of the following methods to dispose of uncollectible trash.

The city does not collect the following items:

Air conditioners, outdoor units, televisions, refrigerators, freezers, washing machines, clothing dryers, computers, gas cylinders, tires, car batteries, automobile parts, building materials, dirt and sand, waste oil, medical waste, toxic waste, etc.

- If you have air conditioners, outdoor units, televisions, refrigerators, freezers, washing machines, or clothes dryers which you wish to dispose of, please dispose your items using one of the following methods.
  - ① Contact the retailer you bought your items from and request for collection and disposal. You pay collection and recycling fees.
  - ② Buy a recycling ticket at a post office. Take your items to either of the following companies: If you have multiple items, please contact the company and follow their instructions.
    - Nippon Express: 769 Nakadate, Chuo City Phone: 055-274-8211
    - Tsuru Kamotsu Jidosha: 2473-11 Yamanokami Ryutsu Danchi, Chuo City Phone: 055-273-5661
  - ③ Contact the following number and request for collection and disposal. You pay collection and recycling fees.



- Kofu city waste business association (9:00 - 14:00) Phone: 055-243-4881

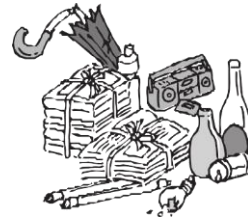
- PC

- Contact the manufacturer of your PC and follow their instructions.

- Gas cylinders, tires, car batteries, automobile parts, building materials, dirt and sand, waste oil, medical waste, toxic waste, etc.

Contact the store where you bought your items or a disposal specialist for collection.

Contact details: Division of Environment, Kofu City  
601-4, Kami cho, Kofu City, 400-0831  
Phone: 055-241-4311



- The following link and the QR code provided on the right directs you to the multilingual “*Kofu City Garbage Sorting and Disposal Guide*”. Available languages include Japanese, English, Chinese, Spanish, Portuguese, Thai, and Vietnamese.

[https://www.city.kofu.yamanashi.jp/genryo/bunbetsu\\_sasshi.html](https://www.city.kofu.yamanashi.jp/genryo/bunbetsu_sasshi.html)



## (4) Rental housing

### I. Renting an apartment

If you are looking to rent an apartment or house, visit a real estate agency in your desired area. It is recommended that you bring someone who understands Japanese to help you.

### II. Lease agreement

A lease agreement must be in writing and signed and sealed by both the landlord and the borrower. You should have a reliable Japanese person read the lease agreement thoroughly and verify the location and property details before signing and putting your hanko on the lease agreement. A guarantor is usually required upon signing an agreement.

- The following costs can be incurred:

- ① Rent

Usually, you pay each month's rent at the end of the month. Typically, electricity fees, water fees, and gas fees are not included in the rent.

- ② Maintenance fee

This fee is charged to maintain the common facilities in an apartment building. Some apartments do not charge this fee.

- ③ Parking fee

You may be charged a parking fee if you wish to use a parking lot that belongs to your apartment. Some apartments do not charge this fee.

④ Tenancy deposit

A tenancy deposit is an amount of money that a new tenant gives to a landlord before moving in and that will be returned to the tenant after moving out if nothing has been damaged. Usually, it is equivalent to two to three months' rent, but this varies apartment to apartment.

⑤ Key money (Rei-kin)

Key money is an amount of money that a new tenant gives to a landlord before moving in, as “thanks” for being allowed to rent an apartment, house, etc. Usually, it is equivalent to one to two months rent and cannot be refunded. Some apartments do not charge this fee.

⑥ Commission

This fee is paid to the realtor. It may not be incurred if you have a lease agreement directly with the landlord.

### III. Ending your tenancy

When you wish to end your lease, be sure to notify your landlord in advance. Your lease agreement should say how far in advance a tenant needs to notify the landlord before they can move out of the apartment.

### IV. What you should know when living in rented housing

- ① Do not renovate your apartment or house without a permission from your landlord.
- ② Do not make loud sounds (e.g., at parties or when playing music).
- ③ In order to prevent fire, be sure to use electric & gas appliances correctly.
- ④ Lock your doors to prevent burglaries.

● Contact details for free real estate consultations

Yamanashi Prefecture Real Estate Transaction Association

237-5 Shimokogawara-cho, Kofu City, 400-0853

(Yamanashi Real Estate Agents Association Building) Phone: 055-243-4304

### V. Public Housing

①. City housing

If you meet all of the following requirements, you are eligible to apply. Your move-in date is determined by your position on the waiting list.

- You have no place to live, or you have a place to live but are looking for another for a variety of reasons.
- Having family members who will be living with you.
- Your household's yearly income is below the income threshold set by the city.
- You don't have overdue taxes.
- You are not a member of any anti-social groups.

- ※ Documents you'll need to apply:
  - Application form (found in City Hall)
  - Copy of a tax withholding certificate (Gensen choshu-hyo) or final tax return (Kakutei shinkoku)
  - Tax payment certificate (If you live in Kofu, fill in the designated form which can be found at the Housing Management Division in City Hall )
  - Residence card
  - Passport
- ※ The required documents vary depending on the circumstances. Please contact the Housing Management Division before you apply.

- Contact details (City Housing): Housing Management Division,  
City Planning Department, Kofu City  
Phone: 055-237-1656

## ② Prefectural housing

Those who live or work in Yamanashi Prefecture may be eligible for prefectural housing. The same conditions for city housing apply.

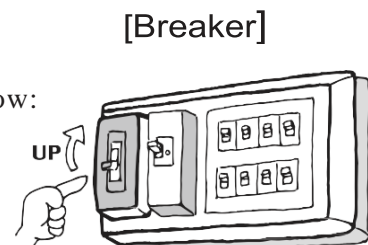
- Contact details (Prefectural housing): Yamanashi Prefecture Housing Supply Corporation  
2-14-13, Marunouchi, Kofu City, 400-0031  
Phone: 055-237-1656

## (5) Electricity, gas, and water

### I. Electricity

- ① How to turn on the power for the first time. Follow the steps below:

1. First turn the circuit breaker to “on”.
2. Then, turn the residual-current device “on”.
3. Turn the wiring breaker 'on'.



- ※ You will find a circuit breaker box above the entrance door or on the kitchen wall. If you still do not have power, contact the Tokyo Electric Power Customer Center (TEPCO). TEPCO service staff will soon be sent to your home.

- ② To start electric service (For TEPCO customers):

- i. [Apply online](#) or scan the QR code provided.



- ii. Call 0120-995-113 (Free call • 9:00-17:00, Monday-Saturday. Closed on Sundays, national holidays and 12/28-1/3)
- iii. Post an application form  
(Usually, an application form can be found in your mailbox or apartment. Use the attached envelope

to post.

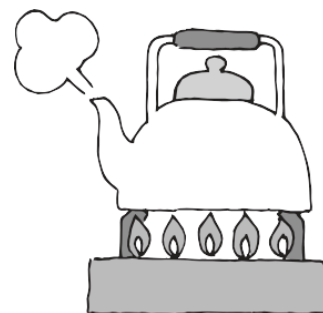
- ③ Types of payment methods
  - i. Credit card payments
  - ii. Automatic bill payments
  - iii. SMS payments: PayPay, d payment (d-barai), Mel-pay, PAYSLE and a credit card)
  - iv. Bills (an issuance fee may apply).
- ※ You will be charged from the first day of use until the day before a meter inspection.
- ④ Do not overload your plug sockets. It may cause a fire.

Contact details: TEPCO (Tokyo Electric Power Company) Yamanashi Customer Center  
 5-15-1, Sumiyoshi, Kofu City, 400-0851 Phone: 0120-995-113 (Free call • 9:00-17:00, Monday-Saturday. Closed on Sundays, national holidays and 12/28-1/3)

## II. Gas

There are two types of gas supplied to Kofu City, depending on where you live: reticulated natural gas and liquefied petroleum gas (LPG). Gas can be extremely hazardous if not handled correctly. Caution should be used when handling gas. If you notice something wrong, turn off any appliances that utilize, open a window, and do not use any electrical devices. Contact your gas company immediately.

- Contact details (Natural gas) : Tokyo Gas Yamanashi  
 Kitaguchi, Kofu City, 400-0024  
 Phone: 055-253-1341
- Contact details (LPG) : Contact the supplier shown on your LP gas cylinder or bills.



## III. Water

When using water for the first time, fill out an application form, which can usually be found in your apartment. Post the form to the Waterworks Bureau.

Online application is also available.

[https://www.water.kofu.yamanashi.jp/request\\_faucet](https://www.water.kofu.yamanashi.jp/request_faucet)



- ① How will you turn on the water?

The main water shut off valve is usually left on when you move in. Please contact your real estate

agency or landlord if you don't have water.

② Bill payment methods (you should receive a water bill once every two months)

- i. Credit card payments (to get a credit card application form, please call the number provided below)
- ii. Automatic bill payments (fill out an application form and include your bank information)
- iii. Bills
- iv. PayPay
- v. LINE Pay

③ Well water

If your well is connected to a sewer system, well water sewerage fees will apply. Please contact the Kofu Waterworks and Sewerage Bureau for more details.

④ Repairs

If you see any water-related appliances in your rental apartment that need repair, please contact your landlord. If you live in your own house, contact Kofu Waterworks and Sewerage Bureau or Kofu Plumbing Association. If you wish to have sewerage construction work done, contact a designated sewerage construction company.

⑤ If you would like to get a water supply application form or more information, contact Kofu City's Waterworks and Sewerage Service Center.

Contact details: Kofu City's Waterworks and Sewerage Service Center

2-23-1, Shimoishida, Kofu City, 400-0046 Phone: 055-228-3311

# 2

## Administrative procedures

### (1) Moving into and out of the city / changing addresses within the city

#### I. When moving to Kofu

When moving to the city from overseas or from another municipal area in Japan, you must register your new address with the city within 14 days of the change.

◎Documents you'll need to register your address:

- ① Residence card
- ② Passport
- ③ Address in Kofu
- ④ If you have other family members in your household, a written document that proves the relationship between you and your family members is required. (e.g., family registration certificate, marriage certificate, birth certificate)
- ⑤ “*Moving-out notification*” (Tenshutsu-todoke) is required only if you have moved in the city from another municipal area in Japan)
- ⑥ My Number Card, if applicable

#### II. When moving out of Kofu

When moving to another municipal area in Japan, visit the public service counters in the city hall and get a “*moving-out notification*” (Tenshutsu-todoke). Then, take the notification to your new city and register your new address within 14 days of the change.

When leaving Japan, make sure to remove your residency from the city. A “*moving-out notification*” will not be issued in this case. If there are any other procedures that need to be completed in City Hall, our staff will let you know.

#### III. Changing your address within the city

When changing your address within the city, you need to change your address at the public service counters within 14 days after the change.

◎Documents you'll need to register your new address:

- ① Residence card
- ② Your new address
- ③ National health insurance card, if applicable
- ④ My Number Card, if applicable

※ The Nakamichi and Kamikuishiki branch offices also offer the services stated above.

※ Kofu City Hall and other related offices are closed on weekends and holidays for the following services:

- Moving in and out of Kofu
- Changing addresses within the city

- ※ Only City Hall accepts a change of address on a "My Number Card" during the weekdays.
- ※ Contact the utility companies to cancel services and, if necessary, change your address.

Contact details: Public Services Division, Kofu City Phone: 055-237-5354

## (2) Birth and Death Registration

### I. Register a birth

When a child is born, obtain a birth certificate from the hospital where the child was born. Please submit it and a birth registration form (Shusseï todokede sho) to our public service department within 14 days of the child's birth.

- ◎ Documents you'll need to register a birth:
  - ① A birth certificate from the hospital
  - ② A birth registration form (Shusseï todokede sho)
  - ③ Mother and child health handbook
  - ④ National health insurance card, if applicable
  - ⑤ Passports of the parents
  - ⑥ Marriage certificate of the parents of foreign nationals
- ※ Foreign nationals who were born in Japan and plan on spending more than 60 days in Japan after the event must apply for permission to acquire the status of resident at the Immigration Services Agency of Japan, which has jurisdiction over the area in which they live, within 30 days of the birth.

Contact details: Immigration Services Agency of Japan, Kofu Branch Office  
Kofu Godo-chosha 9th, 1-1-18 Marunouchi, Kofu City, 400-0031  
Phone: 055-255-3350

### II. Register a death

Get a "*death certificate*" from the hospital or the doctor, and fill out a "*death notification form*", which is found in City Hall. Please submit both documents to our Public Services Division within 7 days of the date of death.

- ◎ Documents you'll need to register a death:
  - ① Death certificate
  - ② Death notification form
  - ③ Hanko of the applicant, who is a family member and lives with the deceased
  - ④ Passport and residence card of the deceased
  - ⑤ Passport of the applicant with a foreign national
  - ⑥ Documents that prove the relationship between the applicant and the deceased
- ※ If the deceased or the applicant is an international resident, call the following number for instructions on how to complete a death notification form.
- ※ If you wish to apply for a public crematory, contact our Public Services Division and make a reservation. Cremation expenses will be incurred.

Contact details: Public Services Division, Kofu City Phone: 055-237-5349



### **(3) National Health Insurance (NHI)**

#### **I. How to apply for national health insurance and get a health insurance card**

Anyone who has intention of staying in Kofu City for more than 90 days must apply for NHI unless your employer provides one with employees' health insurance. Usually, your NHI card will be issued on the same day you sign up. You will be asked to present your NHI card upon receiving medical treatment. Borrowing or lending your NHI card is prohibited. You will be punished for doing so.

#### **II. Receiving medical services**

Show your NHI card at reception before getting services. After receiving your services, make a payment. You need to pay some portion of the total medical costs. When your medical expenses exceed a certain amount and you meet the conditions, you can claim reimbursement. (Kogaku-iryo-hi)

Also, you can claim a lump-sum maternity allowance after giving birth. If parents experience a miscarriage or a stillbirth after 12 weeks (85 days), they may claim parental allowance. (Certification from your doctor is required)

If a family member has died, you may be eligible for a funeral allowance.

Please notify our NHI staff if you have been injured in a traffic accident and received medical services. If you have been injured at work, contact our NHI staff for more information.

#### **III. National health insurance premium**

The city distributes your bills after you apply for NHI. You will be charged starting with the month in which you apply. Your premium amount is determined based on your household's income over the previous year, as well as the number of family members in your household and other factors. (Refer to pp.13-14)

Please pay your premiums on time. The city uses the premiums that are collected from the members to pay medical expenses owed to the medical institutes. Find payment locations on a bill.

You may be eligible for installment payments or an exemption if you are:

- ・ Experiencing a large income reduction due to a national disaster.
- ・ Struggling to pay due to losing your job, sickness, or injury.

#### **IV. Returning an NHI card**

You must return your NHI card to City Hall when you leave Japan or move to another municipal area in Japan. When you apply for the Employees Health Insurance Plan through your work, visit our NHI counters and cancel your NHI membership.

#### **V. Employees health insurance (Kenko Hoken)**

Japan has another health insurance plan called Kenko Hoken. This plan is for those who are employed. Your employer will take care of enrolling you in this plan. Premiums are usually subtracted from your monthly salary. For more details, please ask your workplace.

NHI Contact details: Division of National Health Insurance, Kofu City  
Phone: 055-237-5368 or 055-237-5371



## (4) The National Pension System

The National Pension is a public mutual aid system. It provides you with benefits due to the following circumstances:

- ① As a general rule, when you reach 65 years old.
- ② If you have physical disabilities due to diseases or injuries,
- ③ Death of the breadwinner who has been enrolled in the National Pension System,

There are two types of pension systems in Japan: “*The National Pension System*” and “*Employees Pension Insurance*”. The national pension system provides you with an income called “old-age basic pension”, etc., and other benefits such as disability basic pension, survivor's basic pension, lump sum, death benefit, and widow's pension, depending on your eligibility. You usually need at least 10 qualifying years of contributions to get any basic old-age pension. (the exemption period is counted) The pension age is currently 65 for both men and women. You might be able to start receiving an old-age pension at age 60. However, the pension you get is likely to be reduced. On the other hand, you might be able to delay receiving an old-age pension until you are between 66 and 75 years old, in which case the pension you get is likely to be increased. The amount of your pension is determined depending on the type of pension that you are enrolled in, the enrollment period, the total contributions that you have paid, etc.

### I. The National Pension System (Kokumin Nenkin)

If you are aged 20–59 and have an address in Japan, you must enroll in the National Pension System, regardless of nationality.

- Where can I enroll?  
National pension counters in City Hall
- How can I pay my contributions?  
Japan Pension Service distributes your bills. Please pay at banks, post offices, or convenience stores.
- How do I claim my “*old-age basic pension*”?  
Please contact our national pension counters in City Hall for the details.
- What else can I claim other than an “*old-age basic pension*”?  
Disability basic pension, survivors' basic pension, lump-sum death benefit, widow's pension depending on your eligibility.
- ※ If you are struggling to pay your contributions due to an income decrease, you could claim an exemption or deferment of payment. If you are a student, you could claim the student exemption.

Contact details: Division of National Pension, Kofu City

Phone: 055-237-5385

### II. Employees Pension Insurance (Kosei Nenkin Hoken)

If you are employed and work for a certain number of hours and are younger than 70 years old, you are automatically enrolled in Employees Pension Insurance.

- Where can I enroll?  
Your workplace
  - How can I pay my contributions?  
Your contributions should be subtracted from your monthly pay.
  - How do I claim my “*old-age basic pension*”?  
Please contact the National Pension Service Kofu Office. The contact number is provided below.
  - What else can I claim other than an “*old-age basic pension*”?  
Disability basic pension, survivors' basic pension depending on your eligibility
- ※ Your contributions are calculated at the same rate as your monthly wages and bonuses, of which your employer pays half and you pay the other.  
Your employer subtracts the contributions from your monthly salaries and bonuses and then pays the contributions.

Contact details: National Pension Service Kofu Office  
1-3-12 Shiobe, Kofu City Phone: 055-252-1450

### III. How can I claim reimbursement?

If you are not pursuing Japanese citizenship and intend to leave Japan permanently, you can claim reimbursement within two years of being de-registered. Please click on the following site or scan the QR code provided for more information.

Japan Pension Service

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



## (5) Taxes

Every resident in Japan is required to pay taxes, regardless of nationality. When roughly classified, there are two kinds of taxes:

### I. National tax

- Personal Income Tax

Personal Income Tax is a tax levied on personal net income earned during the calendar year beginning January 1 and ending December 31. Income tax payments for every tax year must be made at a local tax office between February 16 and March 15 of the following year. The vast majority of people who receive salaries or wages do not need to file a tax return because their tax obligations are determined by the amount of income tax withheld and then adjusted for the final salary paid to them in a calendar year.

If you are enrolled in NHI and you had minimal or no income during the previous year, it is recommended that you file your income to have your insurance premiums calculated correctly.

Contact details: National Tax Agency, Kofu Office  
Kofu Godo Chosha Building, 1-1-18, Marunouchi, Kofu City, 400-0031  
Phone: 055-254-6105

## II. Local taxes

- Residence tax (municipal residence tax and prefectural residence tax)  
Residence tax is imposed on those who have resided in Kofu City from January 1 of the current year, have resided in Japan for a year or longer and also had an income during the previous year.

① Tax amount

The local tax is made up of a flat-rate resident tax and a tax on an income basis.

② Tax return

Between February 16 and March 15 of the following year, Please file a tax return (reporting income, expenses, and other pertinent tax information) for the previous year. Regarding the locations for filing, and in case, filing after March 16, please inquire the following number.

You only need to file a tax return if at least one of the following conditions is true:

- If your employer does not withhold taxes (e.g., when your employer is located outside Japan)
- If you have more than one employer
- If your tax return has been filed at a local tax office.

③ When do I get a tax notice and bills?

The city distributes your tax notices and bills at the beginning of June.

If residence tax is subtracted from your monthly salaries or wages, then a tax notice will be handed to the employee through their employer.

④ When should I pay?

June, August, October, and January of the following year

Contact details: City Tax Division, Finance Planning Department, Kofu City  
Phone: 055-237-5398

- Property tax

A property tax is imposed if you own land, buildings, or depreciable properties (Business purposes) as of January 1 of the current year (base date for assessment) in the city.

① When do I get my tax notice and bills?

The city distributes your tax notice and bills in April.

② When should I pay?

April, July, December, and February of the following year.

Contact details: Property Tax Division, Finance Planning Department, Kofu City

Phone: 055-237-5407

- City Planning Tax

A city planning tax is imposed on those who own land or buildings within the urban districts of the city as of January 1 of the current year. A city planning tax is levied in addition to the property tax. This tax is allocated to build and maintain infrastructure such as roads, parks, wastewater systems, and land adjustment projects.

- ① When do I get my tax notice and bills?

The city distributes your tax notice and bills in April.

Contact details: Property Tax Division, Finance planning Department, Kofu City

Phone: 055-237-5407

- Motor Vehicle Tax / Light Motor Vehicle Tax

Those taxes are imposed on the respective owners of motor vehicles and light motor vehicles (including mopeds and motorbikes).

- ① Tax amount

The tax amount differs depending on the vehicle's size and amount of emissions. Please contact the Yamanashi Prefecture Motor Vehicle Center or the taxation division at Kofu City Hall for more information.

- ② When do I get a tax notice and bills?

The city distributes your tax notices and bills in May

- ③ When should I pay?

May

- ④ What are the payment options?

- Cash payment at the paying teller , 3<sup>rd</sup> floor in City Hall and regional public service centers
- Convenient stores
- PayPay app.
- Credit cards

※ City Hall and regional public service centers do not accept motor vehicle tax payments.

For more information about the payments, please contact the Tax Payment Division, Finance Planning Department, Kofu City

Phone: 055-237-5440

- For more information on motor vehicle taxes, please contact the Yamanashi Prefecture Motor Vehicle Tax Center (Yamanashi Prefecture's General Prefectural Tax Office, Motor Vehicle Tax Division)

1000-4, Karakashiwa, Isawa-cho, Fuefuki City

Phone: 055-262-4662

- For more information on light motor vehicle taxes, please contact the City Tax Division, Finance Planning Department, Kofu City  
Phone: 055-237-5399

◎ The "City Tax Information Booklet" is available in English, Chinese, and Korean.



## (6) My number (Individual number)

### I. My number

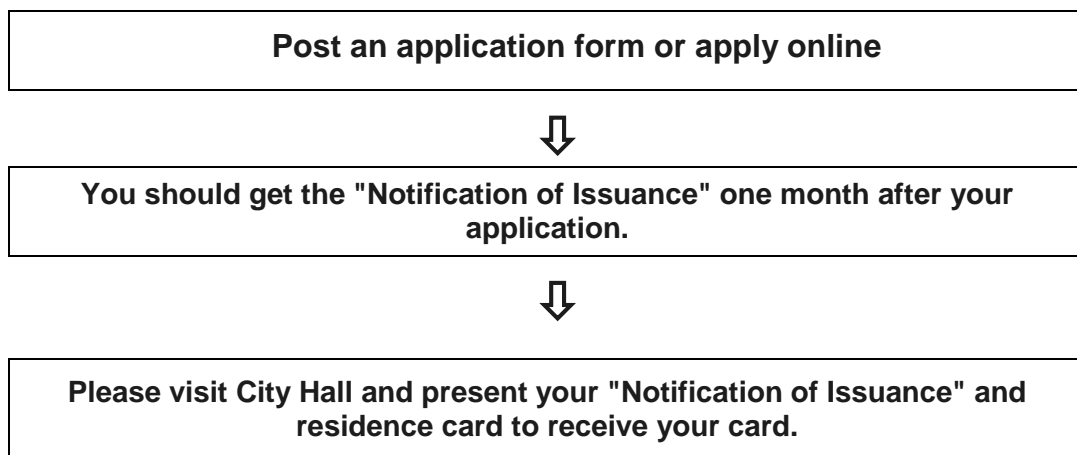
"My number" gives all registered residents (foreigners who have the legal status of residing in Japan for more than 3 months) in Japan a single 12-digit numerical number. "My number" is used to confirm that each piece of information belongs to the same person in the fields of social security, tax, and disaster countermeasures.

- You will be required to present your "My number" when:
  - ① Making private online transactions
  - ② Opening a bank account and an account with a securities company
  - ③ Submitting documents related to the NHI, pension, and taxes
  - ④ You get a job
  - ⑤ You enroll in the National Pension System, etc.
- The following documents can serve as proof of your "My number".
  - ① "My number" plastic card
  - ② "My number" notification slip and notification letter
  - ③ Residence record (Ju-min-hyo) with your "My number"

## II. My Number Card

A "My Number Card" is an IC-chip embedded plastic card that shows your name, address, date of birth, gender, and 12-digit "My Number" along with your ID photo. You need to apply for a "My Number Card" if you would like to have one. First-time applications cost nothing.

- What does "My Number Card" allow you to do?
  - ① Obtaining various government documents, such as a residence record, a certificate of registered "Inkan", and a certificate of taxation, at convenience stores.
  - ② You can use your "My Number Card" at some medical institutions as a substitute for a health insurance card. It can also be used as identification for online applications for various administrative procedures.
  - ③ Filing a tax return online (e-Tax), etc.
- How do I get a "My Number Card"?



## III. What is "Mynaportal"?

To sign in to government-run portals like e-Tax and Nenkin Net (the online portal of Japan Pension Service), use "Mynaportal.", Hello-work internet service, etc. to receive notifications and apply for administrative procedures online.

To use some services like e-Tax, you need an IC-chip embedded "My Number Card".

An embedded IC chip in your "My Number Card" electronically verifies your identity.

Please click on the following site or scan the QR code provided below for more information.

[https://myna.go.jp/html/index\\_en.html](https://myna.go.jp/html/index_en.html)



## IV. When there are any changes to your residence card

It is strongly recommended that you should renew your "My Number Card" before its expiration date if there are any changes to your residence card. In this case, it does not incur any costs. Your "My Number Card" and residence card have the same expiration dates (exc. PR holder, Special PR holder and Highly Skilled Professionals (ii))

However, if your residence card expires in the course of application for extension of period of stay, please bring your residence card stamped, “Visa application is being processed” or an email proving that your online visa application is being processed to the my number help counter in City Hall. The expiration date on your my number card will be extended by 2 months.

After receiving a new residence card, please make sure to renew your my number card before its expended expiration date to avoid an incurrence of renewal fee. A residence card is required for my number card renewal procedure.

※If you renew your my number card before its expiration date, it does not incur any costs. However, if you renew your my number card after its expiration date, a renewal charge of 1,000 yen will incur.

※If you would like to renew your my number card on the same day you receive your new residence card, it may take some time.

Contact details:

- My Number System

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



- My Number Card (Information is available in multiple languages)

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



- Call Center

- Japanese : 0120-95-0178
- English, Chinese, Korean, Spanish and Portuguese: 0120-0178-27
- Opening Hours: 9:30 a.m. to 8:00 p.m. on weekdays  
9:30 a.m. to 5:30 p.m. on weekends & national holidays

# 3

## Medical Care

### (1) Getting medical treatment at clinic or hospital

There are many clinics and hospitals in Kofu City.

Check out the guide provided below to understand how to get medical services in clinics and hospitals. Take Kofu Municipal hospital, for example.

#### I. “Kakaritsuke-i”

In Japan, a primary care physician is called “Kakaritsuke-i”. Usually, “Kakaritsuke-i” runs a small clinic or a private hospital. Consult your “Kakaritsuke-i” first when you need medical care. Visiting a general hospital without a medical referral letter from your “Kakaritsuke-i” will incur additional charges.

Please ask a receptionist about the clinic's operation hours and any other information.

#### 1. Reception desk opening hours (As an example)

- 8:30 a.m. to 12:00 p.m. (Emergency patients do not apply)
- 3:00 p.m. to 6:00 p.m.

#### 2. New patients (As an example)

- ①. Present your health insurance card and a medical certificate, if you have received one, e.g., Certificate of subsidy for child medical expenses, to the reception. Fill out a medical examination application form.
- ②. Wait for your turn
- ③. Please go to the examination room when your name is called.
- ④. After your examination, go to the reception desk to make your payment. Some clinics accept credit card payments.
- ⑤. Receive a patient registration card, “Shinsatsu-ken”. Please present your “Shisatsu-ken” on every occasion that you attend the clinic.
- ⑥. Please take your prescription, if you have received one, to a pharmacist to receive medicine.

※ When taking a child under the age of 7 to see a doctor, please bring your "Mother and child health handbook."

※ Please take your "medication log" to clinic or hospital if you have received one.

※ The same processes as described above are used in dental offices.

#### I. General hospitals

Take Kofu Municipal Hospital, for example. Check out the guide provided below to understand how to get medical services.

Please ask the reception desk for the hospital's business hours and any other information.

Visiting the Kofu Municipal Hospital without a medical referral letter from your “Kakaritsuke-i” will incur additional charges of 2,750 yen. This cost cannot be covered by health insurance.



**1. Outpatient Reception Opening Hours**

8:30 a.m. to 11:00 a.m. (Emergency patients do not apply)

**2. Outpatient Business Hours**

8:30 a.m. to 5:30 p.m. (Some clinics have a reservation system)

**3. Closed**

Weekends, national holidays, and 12/29 to 1/3

**4. Visitation Hours**

2:00 p.m. to 8:00 p.m.

**5. New patients (As an example)**

- ① Present your health insurance card and medical certificate, if you have received one, to the main reception desk, No.1.  
Fill out a medical examination application form. If you are not sure which clinic you should visit, please ask.
- ② Go to the reception desk No. 2, "Reception for new patients". Receive a reception slip and patient registration card, "Shinsatsu-ken".
- ③ Present your reception slip, patient registration card, and referral letter, if you have received one, to the reception desk of your clinic. Fill out a medical questionnaire.
- ④ Wait for your turn.
- ⑤ Please go to a waiting area that is specific to your clinic when your name is called.
- ⑥ After your medical examination, go to windows No. 4 and No. 5 to make your payment. Credit cards accepted.
- ⑦ Take your prescription to a pharmacist, if you have received one.

※ When taking your child who is under the age of 7 to the doctor, please bring your "Mother and child health handbook."

※ Please take your "medication log", Okusuri-techo, to a clinic or hospital if you have received one.

※ Please bring your patient registration card, health insurance card and medical certificate if you have received one, on every occasion that you attend the hospital.

**5. Clinics**

Internal medicine, Respiratory medicine, Cardiology, Gastroenterology, Nephrology, Endocrinology, Diabetes Internal Medicine, Neurology, Pediatrics, Surgery, Digestive Surgery, Breast Surgery, Endocrinology, Respiratory Surgery, Orthopedics, Plastic Surgery, Neurosurgery, Dermatology, Urology, Obstetrics and Gynecology, Ophthalmology, Otorhinolaryngology, Rehabilitation, Radiation diagnosis, Radiation treatment, Pathological diagnosis, Anesthesiology, Dental and oral surgery, Palliative care internal medicine, ER

## (2) Medical emergencies

Call 119 if you need urgent medical attention. e.g., you are seriously injured, you are in a traffic accident, or you have a sudden illness. An ambulance will be dispatched, and you will be sent to hospital to get medical care.

### ● List of Kofu's major general hospitals:

• Kofu Municipal Hospital	366 Masutsubo cho	055-244-1111
• Yamanashi Prefectural Hospital	1-1-1 Fujimi	055-253-7111
• National Hospital Organization Kofu National Hospital	11-35 Tenjin cho	055-253-6131
• Japan Community Health care Organization Yamanashi Hospital	3-11-16 Asahi	055-252-8831
• Kofu Kyoritsu Hospital (Surgery, Obstetrics and Gynecology, Psychiatry, and ER)	1-9-1 Takara	055-226-3131
• Kofu Kyoritsu Shinryo-jo (Other than above)	1-10-5 Takara	055-221-1000

## (3) Vaccines for children

Please see a “*Vaccination Booklet*” or “*Kofu City Health Guidebook*” for more details.

The “*Vaccination Booklet*” is available at the Medical Infectious Diseases Control Division in Kofu City Hall's South Building (Kofu's Health Support Center's 2nd floor).

“*Kofu City Health Guidebook*” is available at Kofu City Hall Main Building and regional public service centers.

◎ Please double-check the date and the venue before receiving a vaccination.

If your child meets all the conditions set for each vaccine, your child is eligible for public funds. However, if your child does not meet the conditions set for each vaccine, like the age or inoculation interval of your desired vaccine, your child is not eligible for public funds.

Contact details: Division of Medical and Infection Control, department of Welfare and Health,  
Kofu City Phone: 055-237-2587

## (4) Infant group health checkups

Age	Details
3 months old (Health check-up)	Orthopedic check-ups, early detection and prevention of abnormal development, childcare consultations, etc.
18 months old (Health check-up)	Early detection of developmental disorders, self-reliance in life habit, cavity prevention, childcare consultations, etc.

24 months old (Dental check-up)	Dental check-ups, fluoride applications, tooth brushing guidance, childcare consultations, etc.
36 months old (Health check-up)	Dental check-ups, development tests and counseling therapies, childcare consultations, etc.

※The city also provides other services such as individual check-ups for 3 to 4 months old babies, 6 to 7 months old babies and 9 to 10 months old babies, parenting classes, childcare, baby food classes, and infant health consultations.

Contact details: Maternal and Child Health Division, Kofu City Phone: 055-237-8950

## (5) Mother and child health handbook

- To get a mother and child health handbook, please visit an OB/GYN and get a pregnancy test. When you are pregnant, the clinic issues a “Ninshin todokede sho”, proof of pregnancy
- Scan the QR code provided and make a booking when to submit your proof pregnancy to the city.



- Handbooks are available in English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Indonesian, Thai, and Tagalog.
- Please receive a mother and child health handbook and prenatal care checkups vouchers on the same day.

Where can I get a handbook and prenatal care checkups vouchers?

Maternal and Child Health Division Health Support Center, 1<sup>st</sup> floor (2-17-1, Aioi, Kofu)

Please bring your handbook when you visit your doctor for a prenatal care checkup. This handbook will help you document your child's growth from a pregnancy period to a delivery and cognitive development of your child..

Contact details: Maternal and Child Health Division, Kofu City  
Phone: 055-237-8950

# 4 Employment

## (1) What you should know before signing an employment contract

All employees have an employment contract with their employer. The labor standard law in Japan sets out that employers must state hourly wages or salaries, working hours, and other working conditions. In the event that the working conditions differ from the actual facts, the worker may immediately cancel the labor contract. When you sign a contract, ensure you fully understand the terms and conditions of your contract to avoid future trouble.

In concluding a labor contract, the employer should clearly indicate the following terms in writing to the worker:

- ① Contract period
- ② Working location and job description
- ③ Start and end times of work, rest breaks, and holidays
- ④ Amount of wages or salary, the dates for closing accounts for wages and for payment of wages
- ⑤ Resignation

### I. Labor-related laws that you need to be aware of

Predetermined compensation and set-offs against advances are prohibited.

An employer must not form a contract that prescribes a monetary penalty for breach of a labor contract or establishes the amount of compensation for loss or damage in advance. An employer may not promise to pay a specific amount of damages for non-performance of labor contracts or illegal acts by employees. Also, if wages have already been paid in advance before the payday, these may be subtracted.

### II. Employee Withholding Taxes

Salaries, wages, bonuses or similar remuneration paid to employees are subject to withholding income taxes. The scope of individual income tax varies according to the following types of residence:

#### *“Resident”*

"Resident" means those who have a registered address in Japan or who have had a residence in Japan for over a year until the present. For those classified as "residents", tax is collected from all salaries and wages, like in the case of the Japanese nationals.

#### *“Non-Resident”*

"Non-residence" means those who do not have a registered address in Japan or who have not had a residence continuously for one year or more in Japan. Remuneration earned in Japan falls under domestic-sourced income, and 20% of it is subject to withholding income taxes.

### III. Dismissal

In the event that an employer wishes to dismiss a worker, the employer shall provide at least 30 days' advance notice. An employer who does not give 30 days' notice shall pay average wages for a period of not less than 30 days. However, it does not apply to any workers who fall under one

of the following categories:

- ① Workers who are employed for a fixed period not longer than 2 months;
- ② Workers who are in a probationary period of 14 days or less
- ③ Day-labor job (those who have been employed for more than one month in a row do not apply)
- ④ Employers shall not dismiss employees if there are no objectively reasonable grounds for doing so

#### **IV. Payment of Wages**

Wages shall be paid (1) in currency; (2) directly to the workers; (3) in full; (4) at least once a month; and (5) on a designated date. Upon a worker's retirement, an employer must pay all wages owing to the employee within 7 days after the request is made.

#### **V. Extra pay for overtime, work on holidays, and midnight work**

To force a worker to work beyond the statutory working hours, on statutory holidays, or at midnight, the employer must pay the following additional wages:

- ① For work done in excess of the statutory working hours, extra pay calculated at 25% or more of the wages payable for the normal working hours or work day must be paid.
- ② For work done on statutory holidays, at least 35% or more of the wages payable for the normal working hours or work day must be paid. Saturday holidays occur once a week, or four days or more in a four-week period.
- ③ For work done between midnight and dawn (between 10 p.m. and 5 a.m.), overtime pay calculated at 25% or more of the wage payable for the normal working hours or work day must be paid. For overtime work done between 10 p.m. and 5 a.m., extra pay calculated at 60% or more of the wages payable for the normal working hours or working day must be paid.

### **(2) The Labor Standards Bureau**

In Japan, a national institution called "The Labor Standards Bureau" was established to instruct and monitor that the aforementioned points are followed on the job. If you have any questions or concerns about your working conditions or environment, please contact the Labor Standards Bureau's Kofu Branch office.

Contact details: The Labor Standards Bureau's Kofu Branch office  
2-5-51, Shimo-Iida, Kofu City Phone: 055-224-5620

### **(3) Yamanashi Consulting and Support Service Center for International Residents**

Location: Yamanashi Prefecture International and Intercultural cohesion Center 1<sup>st</sup> floor,  
1-2-2 Asake, Kofu City, 400-0862

Phone: 055-222-3390

The center offers free consultation and information on everyday issues that you may have.

Consultation in the following languages are available: Japanese, English, 简体字中文, 한국어, Vietnamese, Nepali, Bahasa Indonesia, Tagalog, Tiếng Việt, Português and Español.

※Please contact the number provided above or visit the Yamanashi Prefecture's official website for more

information.

#### (4) “Hello Work”, Public Employment Agency

"Hello Work" is a national institution that provides you with the following services:

- ① Helping with job research
  - ② Applying for public vocational training
  - ③ Claiming and paying unemployment benefits
- ※Ensure to bring your residence card.

##### ● “Hello Work Kofu” - Opening Hours

- General opening hours : 8:30 a.m. to 5:15 p.m. on weekdays
- Evening services :
  - ① 5:15 p.m. to 7:00 p.m. on Mondays and Wednesdays (Consultation and job-seeking services only)
  - ② 10:00 a.m. to 5:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays only
- Portuguese and Spanish translation services for international job seekers
  - ① 1:30 p.m. to 5:00 p.m. on Tuesdays (Portuguese & Spanish)
  - ② 1:30 p.m. to 4:30 p.m. on Wednesdays (Portuguese)
- Closed: 1<sup>st</sup> and 3<sup>rd</sup> Saturdays, Sundays, national holidays, and 12/29 to 1/3

Contact details: Kofu Public Employment Agency “Hello Work”  
 1-17-5, Sumiyoshi, Kofu City  
 Phone: 055-232-6060

##### ● “Young Hello Work” - Opening Hours

- 9:30 a.m. to 6:00 p.m. on weekdays
- Portuguese and Spanish translation services for international job seekers
  - ① 9:30 a.m. to 12:30 p.m. on Tuesdays
  - ② 10:00 a.m. to 4:00 p.m. on Thursdays (closed 1:00 p.m. to 2:00 p.m.)
- Closed: Weekends, national holidays, and 12/29 to 1/3

Contact details: Young Hello Work  
 1-1-20, Iida, Yamanashi Prefecture JA office, 5<sup>th</sup> floor, Kofu City  
 Phone: 055-221-8609

# 5

## Education

### (1) The education system in Japan

A 9-year full-time education is compulsory for all children in Japan: six years in primary school and three years in junior high school, with a child starting primary education during the school year they turn 6. Those who would like to study at a high school or university must undergo the assessment tests.



### (2) Certified preschools and kindergartens

Preschools and kindergartens are child welfare facilities that provide care for children whose parents are unable to take care of their child due to their jobs or illness. Parent needs to meet all the requirements if they wish to enroll their child in preschool. or kindergarten..

#### I. Admission criteria

Each parent must meet one of the following conditions:

- Having a full-time job, a part-time job, a night job, or working from home
- Being pregnant or having recently had a delivery
- Being ill or injured or having a physical or mental disability
- Caring for a family member at home or in the hospital
- Natural disaster restoration work is currently underway as a result of an earthquake, storm, or fire.
- Studying, with vocational training included.
- Being at risk of abuse or domestic violence
- A child has been enrolled in a nursery during the childcare leave, and you would like to continue the service.
- Any other situations that the city verifies are similar to the items above.

#### II. Application Process

Fill out an enrollment form for each child. One of the following documents, which applies to your situation, is required.

1. Documents you'll need to apply:

- ① Employed or a business owner: Work status form (Shuro shomei sho).
- ② Being pregnant or having recently had a delivery: Mother and Child Health Handbook. (“*Boshi Kenko techo*”)
- ③ Being sick or disability: A medical certificate stating clearly why you are unable to care for your child.
- ④ Currently seeking employment: A reception slip from "Hello Work"
- ⑤ Studying: An enrollment certificate and a timetable
- ※ Please contact us if your situation does not apply to any of the above..

2. When to apply

An application must be made between the 11<sup>th</sup> and the 10<sup>th</sup> of the following month. Enrollment begins next month.

e.g., "Apply between September 11 and October 10 if you wish a November enrollment."

### III. Assessment

If the number of applicants exceeds the capacity, children will be selected for attendance in priority order.

### IV. Childcare cost

The childcare cost is determined by the parents' income tax from the previous year.

※ Free childcare is available for 3, 4, and 5-year-old classes. However, lunch fees, textbook fees, etc., will still be charged.

Contact details: Child Care Division, Kofu City

Phone: 055-298-4473

## (3) Public primary schools and junior high schools

A child of a foreign national is not obliged to attend primary school or junior high school in Japan; however, a child who has an address in Kofu City is eligible to enroll in public schools in the city.

※ Requirements for enrollment

- ① A parent's and the child's residence card
- ② A written confirmation that shows the parent's nationality, age, and relation to the child.
- ③ The child must be of compulsory school age.
- ④ Both the parent and the child have a strong desire for education.
- ⑤ A parent must take full responsibility for their child's daily life, including getting to and from school.
- ⑥ When a child leaves school to return to their home country, notify the school.
- ⑦ 1<sup>st</sup> graders must take a pre-school health check.

※ Kindly note:

- ① Your child will enroll at a school in your residential area. Your child's age and other factors will determine your child's grade level.



- ② In October, the city distributes the "School Enrollment Guide" to parents whose child will begin primary school the following year. If you wish for your child to be enrolled in school, please visit the Educational Affairs Division, 9th floor in City Hall, with the guide.

Contact details: Kofu City Board of Education, Division of Educational Affairs, Kofu City  
Phone: 055-223-7322

#### (4) High schools, universities, junior colleges, and vocational schools

Both private and public school admission processes involve assessment tests. Also, some high school evening classes and online schools are available in the city. Please ask your child's high school for more information.

Universities, junior colleges, and vocational schools also have admission processes that involve assessment tests.

Click on the following site or read the QR code for a list of accredited international schools in Japan.

[https://www.mext.go.jp/a\\_menu/koutou/shikaku/07111314/003.html](https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.html)



#### (5) Grants for education

##### I. For primary school and junior high school students (not required to return)

Financial support to help cover the costs of school supplies, lunch fees, school trip fees, etc.	
An income test and conditions apply	Contact details: Hoken Kyushoku gakari, Division of Educational Affairs Phone: 055-223-7322

##### II. For high school students (not required to return)

<b>For both public and private school students</b>	
Financial support to help cover tuition fees	
An income test and conditions apply	Contact details: Your child's school

- Ministry of Education, Culture, Sports, Science and Technology (MEXT)  
[https://www.mext.go.jp/a\\_menu/shotou/mushouka/1342674.htm](https://www.mext.go.jp/a_menu/shotou/mushouka/1342674.htm)



<b>For public high school students (not required to return)</b>	
Financial support to help cover partial costs for education fees other than tuition fees.	
An income test and conditions apply	Contact details: Your child's school or Kanri-shogakutanto, Division of High school education, Education Bureau of Yamanashi Phone: 055 - 223 - 1769

- Yamanashi Prefecture's Official Website

<https://www.pref.yamanashi.jp/koukoukyo/documents/shougakuyuufukinn.html>



<b>For private high school students (not required to return)</b>	
Grants for school supplies, uniform, scholarship, tuition fees reduction, etc.	
An income test and conditions apply	Contact details: Your child's school or Division of Private schools and Science promotion, Department of Yamanashi Prefecture Residents' services Phone: 055 - 223 - 1322

- Yamanashi Prefecture's Official Website

<https://www.pref.yamanashi.jp/shigaku-kkg/shuugaku/koukousei.html>



### III. For university students

- ① Yamanashi Prefecture's financial supporting program that helps return your scholarship

- Yamanashi Prefecture's Official Website

[https://www.pref.yamanashi.jp/sangyojin/syuugyohojyokin/syuugyohojyo\\_h30henkansien2.html](https://www.pref.yamanashi.jp/sangyojin/syuugyohojyokin/syuugyohojyo_h30henkansien2.html)



- ② International students may be eligible for the government's scholarships depending on their resident status.

【Nor required to return】

- Independent Administrative Institution Japan Student Services Organization

<https://www.jasso.go.jp/shogakukin/about/kyufu/index.html>



【Required to return】

- Independent Administrative Institution Japan Student Services Organization  
<https://www.jasso.go.jp/shogakukin/about/taiyo/index.html>



③ Scholarship for exchange students

- Independent Administrative Institution Japan Student Services Organization  
[https://www.jasso.go.jp/ryugaku/scholarship\\_j/shoreihi/index.html](https://www.jasso.go.jp/ryugaku/scholarship_j/shoreihi/index.html)



## (6) Universal child allowance, child allowance for a single parent, and subsidy for child medical expenses, etc.

### I. Universal child allowance

This is a monthly payment made to anyone who is responsible for children aged 15 and under. The payments end in March, after the child's 15th birthday. The monthly allowance varies depending on your child's age: 15,000 yen for a child aged 2 and younger, and 10,000 yen for a child aged 3 to 15. However, 15,000 yen is paid for the third child until March, after the child's 15th birthday.

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※ An income limit and other conditions apply. Please contact the Child Support Division for more details.

Contact details: Child Support Division, Kofu City Phone: 055-237-5674

### II. Child allowance for a single parent

This is a monthly payment made to a single parent with parental responsibilities for a child aged 18 and under. The payments end in March, after the child's 18th birthday.

※ An income test and other conditions apply. Please contact the Child Support Division for more details.

Contact details: Child Support Division, Kofu City Phone: 055-237-5674

### III. Carer's allowance

This is a monthly payment made for those with parental responsibilities for a child, who is aged 20 and under and has a disability.

※ An income test and other conditions apply. Please contact the Welfare Division for more details.

Contact details: Welfare Division, Kofu City Phone: 055-237-5642

### IV. Subsidy for child medical expenses

This is a subsidy to help cover out-of-pocket medical expenses for a child aged 18 and under. The subsidies end in March, after the child's 18th birthday.

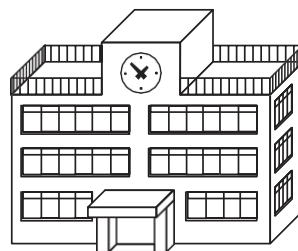
Contact details: Child support Division, Kofu City Phone: 055-237-5674

## **V. Medical expense subsidy for a single parent**

This is a subsidy to help cover out-of-pocket medical expenses for a single parent and their child aged 18 and under. The subsidies end in March, after the child's 18th birthday.

※ An income test and other conditions apply. Please contact the Child Support Division for more details.

Contact details: Child Support Division, Kofu City Phone: 055-237-5674



# 6 Transportation

## (1) Trains or buses

### I. How to ride a train

#### I - i Use your Transportation IC card to pay for “Chuo-line” fares

- ① IC cards, e.g., Suica, can be purchased at ticket machines and ticket counters at their corresponding railway stations.
- ② IC cards can be recharged at stations and some convenience stores.
- ③ Touch your card to the reader as you pass through automatic ticket gates at your starting station.
- ④ Touch your card to the reader as you pass through automatic ticket gates at your destination station.  
The applicable fare will be automatically deducted when you exit through the ticket gate.

#### I - ii Buy a train ticket where IC cards are not accepted, e.g., "Minobu Line".

- ① First, check the fare to your destination station on the railway map above the ticket machines. Train tickets can be purchased at ticket machines at the corresponding railway station. If the train station is not equipped with ticket machines, receive a "Josha-eki-shomeisho"(boarding station certificate).
- ② Pay fares at fare adjustment machines or to a train crew if you have an override or a boarding station certificate.
- ※ Special express trains, e.g. Azusa and Kaiji, require a special express ticket in addition to a boarding ticket.

### II. How to use buses

- ①. Wait at the designated bus stop for your bus.
- ②. Check the bus route map at the bus stop or the bus number on the bus to ensure it's the right one.
- ③. When boarding, pick up a ticket from a small machine next to the door. A number is printed on the ticket, which you will later use to determine your fare. If you use an IC card to pay the fare, touch your card against the card reader.
- ④. When your stop is approaching, press one of the buttons on the wall to signal the driver that you wish to get off at the next stop.
- ⑤. A display above the driver shows the next stop and the fares for that stop in yen. To determine your fare, match the number on your ticket with the number and fare on the display. If you use an IC card, then you do not have to worry about this. When getting off, put your ticket and the exact fare into the box next to the driver. If you use an IC card, touch the card against the reader near the driver. If you do not have the exact fare, use the changing machine to get small change.
- ※ Stay seated while the bus is moving.

### III. Student and commuter train and bus pass

Train passes can be purchased at ticket machines and counters at Kofu station. Bus passes can be purchased at the Kofu station bus terminal center, the Yamanashi Kotsu Main Office, and its branch

offices.

## (2) Driving

A large number of traffic accidents occur in Japan every year due to narrow roads, a huge number of cars, and pedestrians. Therefore, those who drive a car and those who do not must strictly adhere to the traffic rules and take sufficient caution not to cause.

- ①. Do not drink and drive
- ②. Do not speed while driving
- ③. Always follow traffic lights
- ④. Always follow road signs
- ⑤. Give way to any pedestrians
- ⑥. Have your driver's license when you drive
- ⑦. Do not drive in non-secured footwear like flip flops and high heels.

### Driver's License

A driver's license issued in a foreign country does not allow you to drive in Japan. You must convert your license to a Japanese license. To make a reservation for an interview, please call the number provided below.

You must meet all the conditions stated below to convert your license to a Japanese driver's license:

- ①. The applicant must be able to prove that he or she stayed in the issuing country for at least 3 months in total after obtaining the license.
- ②. The applicant's foreign driver's license must be valid.
- ③. The format and the way you obtained your driver's license must match those set by the issuing country.  
(The converting process includes, an interview, aptitude test, traffic rule knowledge check and driving skill check.)

Contact details: Yamanashi Prefecture Police Department Office, Driving License Department  
825 Shimotakasuna, Minami Alps City, Yamanashi, 400-0202  
Phone: 055-285-0533

## (3) Bicycles

### I. Cycling rules

- ①. Ride on designated paths. Keep on the left.
- ②. Do not drink and ride.
- ③. Do not ride with a passenger.
- ④. Do not ride two abreast
- ⑤. Do not hold an umbrella or use electronics while riding
- ⑥. Turn on your lights after dark
- ⑦. Helmets are required for all riders.

※ Violations of ①～⑥ may be subject to punishment.

## **II. Bike Insurance**

Yamanashi Prefecture requires all bicycle riders, including children, to enroll in bicycle liability insurance.



# Phone

## (1) Phone

### Making a phone call

The domestic phone number is composed of three sets of numbers: the area code, the city code, and the subscriber's number.

The main phone number of Kofu City Hall is 055 - 237 - 1161  
(Area code-City code-Subscriber's number)

### List of useful phone services

110	Police (toll-free)
119	Fire, Rescue, and Ambulance (toll-free)
116	Installation of landlines, relocation of services to a new location, or Contact details (toll-free)
113	Landline repair (toll-free)
104	Directory enquiries
115	Telegraph
117	Talking clock
171	Disaster message dial
177	Weather forecast



# 8

## Emergencies

### (1) Fire

If you see a fire hazard, alert people by shouting “*Kaji-da, Kaji-da*” (meaning “*Fire*”, “*Fire*”) and then call 119 immediately.

- Things to note when calling 119
  - Remain calm and tell the operator, “*Kaji desu*” (it means “*There is a fire*”)
  - Then tell them your location (address) and what is on fire.  
Kofu-shi, ○-machi, ○-chome, ○-ban, ○-go (The address) ○○○ ga moeteimasu (○○○ is burning)  
If you don’t know the address, you can indicate nearby landmarks.  
(e.g., ○○○ Byoin no chikaku desu - It’s near ○○○ hospital)
  - Try to bring the fire under control at an early stage with a fire extinguisher or other available tools before a fire engine arrives. If a fire reaches the ceiling, immediately stop extinguishing the fire, escape.
- Fire prevention strategies  
Smoking in bed and improper use of gas appliances have long been the main cause of fires. A fire can not only result in the loss of your physical assets, but it can also be an inconvenience to others.
  - Never smoke in bed.
  - Place the heater away from things that can burn easily.
  - NEVER leave your cooking unattended. If you have to leave the kitchen, turn off the stove.
  - Install smoke alarms or detectors in strategic locations in your home. The fire alarm system is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation.
  - Flame-resistant or fire-retardant bedding and clothing are highly recommended to protect you from fire-related hazards.
  - Keep fire extinguishers in your home so that you can put out a fire quickly or at least prevent the rapid spread of fire.
  - Cooperate with your neighbors to protect elderly people and those with disabilities.

### (2) Medical emergencies

- What to know when calling 119
  - Remain calm. Dial 119 and tell the operator, “*Kyukyu desu*” (it means “*There is a medical emergency*”) slowly.
  - Then, tell them your location (address) and your name  
(Name) desu. Kofu-shi, ○○-machi, ○-chome, ○-ban, ○-go (The address) (e.g., ○○○ ga itai desu - I have a pain in my ○○○)

- When you hear the siren, guide the ambulance to the site.

A fire engine or an ambulance will be dispatched to the scene at no cost on an emergency call. The service is free nationwide, 24 hours a day.

### (3) Earthquakes

You may hear a sudden, low-pitched rumble or feel shaking before an earthquake occurs. Fires caused by an earthquake are more dangerous than the damage caused by the shock.

When an earthquake occurs, do not rush outside; crouch under a sturdy table until the shaking stops. Protect yourself from falling objects. When the shaking stops, deal with the fires with caution, especially with fallen furniture and glass fragments.

If you are outside when a shake happens, evacuate to a safe location, such as a park or schoolyard; buildings and block walls may fall, roof tiles or glass windows may break. Always be prepared for natural disasters.

Discuss the evacuation site with your family members and inspect your emergency equipment, such as food, water, and clothing, on a regular basis.

Kofu city publishes "My Home Disaster Prevention Manual for Foreign Residents" in multiple languages: Chinese, Korean, English, Portuguese, Tagalog and Thai. The manual includes:

- Natural disasters that could happen in Kofu (Earthquakes, floods, landslides and heavy snow etc.)
- Precautions against natural disasters
- Actions that should be taken when a natural disaster occurs
- Lists of evacuation sites
- Maps of evacuation sites

- Disaster manuals in foreign languages:

<https://www.city.kofu.yamanashi.jp/bosaitaisaku/bosai/bosai/gaikokugo.html>



# 9

## Residence procedures

### (1) Application for extension of the period of stay and change in the residence status

If you wish to extend your stay, you must submit your visa extension application to the Immigration Services Agency of Japan before your current visa expires.

When a change has occurred in your situation or residence status, you must file a "Permission of Change in Status of residence".

Each application must be made before the expiration of the period of stay and can be made up to 3 months prior to expiration. The necessary testimonial material differs according to your desired residence status and they must have been issued within the last 3 months prior to your application.

Document required for application include: Application form, passport, residence card and ID photo (4cm x 3cm). A child aged 16 and under does not need an ID photo.

Contact the Immigration Services Agency of Japan, Kofu office, for more information.

### (2) Application for acquisition of residence status

If you have a baby, you have to apply for permission to acquire the status of resident at the Immigration Services Agency of Japan within 30 days from the date of birth. However, if you intend to leave Japan within 60 days from the date of birth, you do not need to file an application for a status of residence for your baby.

Required documents at the time of application are an application form, passport and those related to your child's birth, e.g., a birth certificate or birth registration receipt certificate, etc.

For more information, contact the Immigration Services Agency of Japan, Kofu office.

Please call your country's embassy to obtain a passport for your child.

### (3) Special re-entry permission

Special re-entry permission refers to the situation in which a foreign national residing in Japan with a residence status and a valid passport does not need to obtain normal re-entry permission if re-entering the country within one year of leaving. The validity period for special re-entry permission will be one year from the date of departure. However, if the period of stay expires before one year has passed from the date of departure, the validity period will be until that expiration date.

### (4) Application for permission to engage in activities outside those allowed on your visa

If your status of residence is "Ryugaku" (student) and you would like to work part time during your stay, you need permission from the Immigration Services Agency of Japan, Kofu office.

A certificate of authorized employment is a document that a foreign national residing in Japan applies for, in which the Ministry of Justice certifies income-generating business activities that the foreign national may engage in and the activities for which they may receive remuneration.

For more details inquire at the Immigration Services Agency of Japan, or check the homepage of the Immigration Services Agency.

Contact details: Immigration Services Agency of Japan, Kofu Office

Kofu Godo Chosha Building 9F

1-1-18, Marunouchi, Kofu City, 400-0031 Phone: 055-255-3350

- Opening Hours: 9:00 a.m. to 4:00 p.m. on weekdays (closed 12:00 to 13:00)
- Closed: Weekends, national holidays, and 12/29 to 1/3

Immigration Services Agency of Japan's webpage

<https://www.isa.go.jp/en/applications/procedures/index.html>



## (5) Foreign Residents' Support Center (FRESC)

This center provides consultations relating to entering and residing in Japan. (Interpreters available)

- Opening Hours: 9:00 a.m. to 5:00 p.m. on weekdays
- Closed: Weekends, national holidays, and 12/29 to 1/3

Contact details: Yotsuya tower 13<sup>th</sup> Floor, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo, 160-0004

Phone: 03-5363-3013 or 0570-011000

# 10

## Police

The police protect the public from crimes and accidents so that we can live in peace and safety.

Police officers are stationed in "Koban" and police offices throughout the city.

Police officers are involved in a wide range of roles and duties which include receiving notice of crimes or traffic incidents, enforcing traffic rules, and also giving directions in the local area when people are lost.

You will be able to learn how to contact the police in case you are involved in a traffic accident or become the victim of a crime.

### (1) What should you do if you become the victim of a crime?

- ① Call 110, visit the nearest police station, or go to a Koban for reporting the crime.
- ② Answer the questions that a police officer asks you.  
You will be asked for your personal information and detailed information about the crime.
- ③ If your valuables or residence card are stolen, notify the issuing parties immediately and follow their instructions.

### (2) What should you do if you are involved in a traffic accident?

- ① Call 110
- ② If someone is injured, call 119 and ask for an ambulance. Watch out for traffic.  
Otherwise, move your car to a safe place to avoid further accidents.
- ③ Take down these details from the other party involved in the accident.
  - Name
  - Address
  - Phone number
  - Car license plate number
  - Car insurance information
- ④ Describe the accident details to Police officers.

### (3) What should you do when you lose your valuables?

- ① Call the nearest police station, Koban, or go to the police station to report a lost item.
- ② The police will contact you when they find your lost property. Please follow their instructions.
- ③ If someone found your property and contacted you, please call the police where you filed the lost property report.

### (4) Calling 110

- ① Call 110 to report an emergency or accident.
- ② Throughout Japan, 110 calls can be made free of charge from any phones, including cell phones and landlines.
- ③ An emergency dispatcher in the communication center will ask you for the criminal or accident

details. Please try to stay calm when you talk.

## (5) Police consultation services

If you wish to consult the police,

- ① Call or go to your local police station or a Koban
- ② Contact the following number for a consultation.

Contact details: Yamanashi Prefecture Police Department Consultation Office  
1-6-1, Marunouchi, Kofu City Disaster Prevention Annex 2<sup>nd</sup> floor  
Phone: #9110 ・ 055-233-9110

※ For an emergency, please call 110.

がいこくじん なや ごと きがる そうだん  
外国人の悩み事！気軽に相談！

がいこくじん ・ そうだん  
**外国人相談**

**Consultation for  
Foreigners**

**외국인 상담**

**外国人咨询**

**Consulta para Extranjeros  
Consulta para Extrangeiros  
Tư vấn người nước ngoài**

**☎055-237-5359**

Opening Hours: 9:00 a.m. to 4:00 p.m. on weekdays  
1-18-1, Marunouchi, Kofu City, 400-8585  
Counter No. 10, Public Services Division,  
Kofu City Hall Main Building, 2<sup>nd</sup> floor

Guide to living in Kofu City

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