

## 7 . Daily Life

How is your life in Shizuoka? Anyone living in a new society is bound to feel inconvenienced or troubled by the differences in culture, lifestyle, social system and language. When you have a problem, please feel free to ask a Japanese person for help. We hope that foreigners will associate with local residents in order to make their stay in Shizuoka an enjoyable one. This section contains essential information for daily life in Shizuoka.

### 1.Housing (Jyukyo)

The process of finding an apartment for foreigners is sometimes rather difficult. Besides the rent, you have to pay a large sum of money such as key money and security deposit at one time. You also need a guarantor (hoshonin) who is Japanese.

#### Rent (Yachin)

Rent can vary depending on location, age of the apartment, number and size of rooms, facilities, and so on. The rates for reasonable apartments are shown below.

6 jo (sharing bath, toilet)	¥ 12,000 ~ ¥ 25,000
6 jo (with bath, toilet)	¥ 30,000 ~ ¥ 50,000
One room type (with bath, toilet)	¥ 35,000 ~ ¥ 60,000

The size of rooms is expressed by the number of tatami mats. One tatami mat =1 jo.

#### Lease Requirements

When you make a lease contract with the landlord, you have to pay the equivalent of approximately 4 ~ 6 month's rent including security deposit (shiki-kin), key money (rei-kin), agent's commission fee (chukai-tesuryo) and the rent for the following month in advance. Most apartments in Japan are unfurnished. You need to acquire furniture, bedding, tableware, and so on.

Type of Payment	Amount	Content
House Rent (Yachin)	1 month's rent	You must pay the following month's rent at the end of each month.
Security Deposit (Shiki-kin)	1 ~ 2 month's rent	The landlord keeps this deposit as security for your rental payments. It's supposed to be paid back when you move out. However, unpaid rent and repair costs of damages incurred to the room will be deducted.
Key Money (Rei-kin)	1 ~ 2 month's rent	This fee is given to your landlord in accordance with Japanese custom. It is not returned to you when you move out.
Apartment Fund (Kyoeki-hi)		This is a fee for general upkeep and maintenance, and other apartment communal services, e.g. general maintenance and cleaning. Sometimes it's included in the rent.
Agent's Fee (Chukai Tesuryo)	1 month's rent	This is a commission fee for the real estate agent.

## How to find an Apartment

### a. Real Estate Agents

The usual way to begin your search is to visit the office of a real estate agent. You will find the offices easily around train stations. They usually put up a sign that says “ Fudosan ” and many rental advertisements on the window. If possible, it's a good idea to bring a Japanese friend who can explain and interpret things for you.

### b. Information Booklets & Newspaper Ads

If you find an apartment that interests you in the information booklet or newspaper ad, please go to the real estate agent that deals with the apartment. You should see the room before entering into a lease contract.

### c. University (School) Office in Charge of Student Affairs

You can gain information for apartments and lodging houses (geshuku) located near the university. Some apartments & geshuku reduce the security deposit (shiki-kin) or key money (rei-kin) for students. Some universities have dormitories. Please go to the student office for further information. For making a lease contract, you need a guarantor (hoshonin) who is Japanese. In the case of students, it is advised that they join a general housing insurance company to make it easier to get a guarantor. Why insurance? In Japan if someone acts as a guarantor for you and you neglect to pay the rent or damage the apartment, the guarantor must pay on your behalf. The insurance will give the guarantor peace of mind.

Further Information: Livelihood Cooperative Union of your University.

#### Public Housing (Koei Jutaku)

If you have a " Student Visa ", you are able to apply for public housing that is usually only for Japanese. To apply, you need to submit a certificate of your income and Alien Registration Card. You can apply twice a year, in July and December. When the number of applicants exceeds the capacity, the municipal office will draw a lottery to choose the tenants. Even if you are chosen, sometimes it takes a few months until you can move in. There is no key money or agent's fee, but a deposit of three months' rent is required. Since conditions for eligibility differ if you are married or single, you should consult the public housing offices below.

#### Prefecture Public Housing:

Housing Supply Corporation East Branch

1-3 Takashimahon-cho, Numazu-shi TEL 055-920-2271

Shizuoka Prefecture Housing Supply Corporation

9-18 Ote-machi, Shizuoka-shi TEL 054-255-4824

Housing Supply Corporation West Branch

87 Higashitamachi, Hamamatsu-shi TEL 053-455-0025

#### Municipal Public Housing:

(Housing Bureau of your Local Municipal Office, pg.160)

## 2. Water (Suido)

Where to Apply & Further Information:

Waterworks Bureau (Suido-kyoku) of your local municipal office (List of Municipal Offices pg.160)

### Starting Water Service

Call the Waterworks Bureau and provide your address, name, phone number and the date you would like to start. If your house has a public drainage system equipped, you can use that also.

### Bill Payment

You will be billed every other month. You can pay the bill by:

- a : Automatic transfer system through your bank or post office account (most commonly used)
- b : Direct deposit at the banking facilities except for post office
- c : At the Waterworks Bureau account desk

### Discontinuing Service

Call the Waterworks Bureau at least a day before you would like to stop. Provide your address, name, phone number, the date you want to stop the service and settle the account.

## 3. Gas (Gasu)

There are two kinds of gas used at home; city gas (toshi gas) and propane gas. Since gas fittings differ depending on the types of gas used, you will need to ask the landlord what your gas type is in advance. City gas is lighter than air. In case of a gas leak, it will collect in the ceiling. On the other hand, propane gas is heavier than air and so it gathers on the floor.

In case of a gas leak, close the gas tap; ventilate the room by opening the windows and doors. In this situation, you must avoid using stoves, ventilation fans, as well as turning on electric appliances.

#### Where to Apply & Further Information:

City gas (toshi gas): the nearest gas company indicated on the gas tap

Propane gas: the nearest propane gas supplier indicated on the gas cylinder

#### Starting Gas Service

After checking your gas type, inform the gas company or supplier of which gas you will use. A service person will visit your house and turn on the gas.

#### Bill Payment

You will be billed monthly. There are two common ways of paying your bill.

a . Automatic transfer system through your bank or post office account (most commonly used)

b . Direct deposit at the bank or post office (can be paid at some convenience stores)

#### Discontinuing Service

Call the gas company or gas supplier at least 2 ~ 3 days before you would like to stop the gas service and settle the account.

## 4.Electricity (Denki)

In Shizuoka, there are two electric cycles. East of Fujikawa, the current is 50 hertz and 60 hertz to the west of it. If you are located east of the river, please contact Tokyo Electric Power Company ; if you are west of the river; please contact Chubu Electric Power Company. The voltage is 100 volts. Using electrical appliances that do not conform to the current and voltage may cause a breakdown. Especially electrical appliances brought from overseas often don't conform to Japanese specifications. Please inquire at the following electric power company offices.

#### Where to Apply & Further Information:

East of Fujikawa:

Tokyo Electric Power Company  
(Tokyo Denryoku)

West of Fuji River:

Chubu Electric Power Company  
(Chubu Denryoku)



## Starting Electricity Service

Application can be made in any of the following ways.

- a . Call the electric company and provide your address, name, phone number and the date you would like to start the service.
- b . Fill out and mail the application form to the electric company. The application form (post card) is provided at the breaker.

## Bill Payment

You will be billed monthly. You can pay the bill by:

- a . Automatic transfer system through your bank or post office account (most commonly used)
- b . Direct deposit at the bank or post office (can be paid at some convenience store)

## Discontinuing Service

Call the electric power company office at least a day before you would like to stop the service and settle the account.

## 5.Telephone (Denwa)

### New Installation of Telephone

When applying for telephone installation, first inform your landlord and then visit the local NTT Office. You will be billed the circuit fee and installation fee on your first bill. Telephones are sold at NTT offices or electric appliance stores.

Where to apply: NTT Office

Necessary Documents & Expense:

- a . Any identification papers (i.e. Passport, Alien Registration Card, driver's license, etc.)
- b . The installation charge including the telephone number fee plus contract fee is about ¥ 72,800 (excluding consumption tax)
- c . The equipment set up fee (varies according to the work required)

## Further Information: NTT Telephone Service

Service	Telephone	Service	Telephone
New Installation/ Moving	116	Time Signal (charged)	115
Other services	116	Weather Forecast (charged)	117
Out of order	113	Collect Calls	106
Directory Assistance (charged)	104	Information (English)	0120-364463 (Toll free)
Police	110		

### Bill Payment

You will be billed monthly. You can pay the bill by:

- a . Automatic transfer system through your bank or post office account
- b . Direct deposit at the bank or post office (can be paid at some convenience stores)

### Moving of Telephone Lines

Call 116 for NTT telephone service at least 3 days before moving and provide your name, address, and phone number.

### When your Telephone becomes Unnecessary

- a . When selling your rights directly to someone else, please visit NTT to complete all the necessary procedures. The selling price can be negotiated freely.
- b . Selling your rights to a private telephone agent

You can also sell your subscription rights to a private agent. These companies are listed in the Town Page telephone directory under the heading " Telephone Brokers " (Denwa Torihikigyo)

### Telephone Numbers (Denwa Bango)

Telephone numbers in Japan consist of the following:

- a . Area code (When you call outside of your own area, you must dial the appropriate area code)
- b . Exchange code
- c .Customer's code

e.g. 054- 251- 3770

Area code- exchange code- customer's code

## Telephone Directories (Denwa cho)

If you have a telephone installed, telephone directories will be delivered free of charge. You can also obtain them from NTT offices. If you don't want to put your name in the directories, inform NTT at the time of application. There are two directories available:

### a . Hello Pages

There are two versions of this directory, one for personal telephone numbers and the other for business listings. The entries in these directories are listed in Japanese-syllabary order.

### b . Town Page (Yellow Pages)

Business or occupation classified entries. It is useful to have one.

### c . Town Page (English Telephone Directory)

Business or occupation classified entries written in English. There is an East Japan edition and a West Japan edition (including Shizuoka prefecture). If you wish to obtain the English Town Page, Please contact:



English Town Page Center TEL 0120-460815 (toll free)

## Public Telephones (Koshu Denwa)

There are two types of public telephones: the grey phones (digital) and green phones (analogue). Some will only take telephone cards, and others will take both telephone card and ¥ 10 & ¥ 100 coins. If you insert a ¥ 100 coin, change will not be given. A warning tone during the call signals a time limit. If you wish to continue your call, insert more coins or another telephone card. Telephone cards and IC cards are available at NTT offices & stores and vending machines. When calling overseas, you must use an international public telephone.

## International Calls (Kokusai Denwa)

Various companies offer International Subscriber Dialing (ISD) telephone service from Japan. Charges differ per company or the country you are calling. You can make an ISD call through the public telephone that is marked as “ for both International & Domestic calls ”

You can find them at major post offices, JR train stations, department stores, etc.

#### Where to Apply & Further Information

24 hours/ English Available

Company	Identification Code	Information Operator Number
KDDI	001	0057
Cable & Wireless IDC	0061	0120-03-0061
Doitsu Telecom	0080	0120-66-8666
Nippon Telecom	0041	0088-41
Worldcom Japan	0071	0120-61-0071
NTT Communications	0033	0120-54-0033

#### Country Codes

	Country	Code	Country	Code
A s i a	UAE	971	China	86
	Iran	98	Pakistan	92
	India	91	Bangladesh	880
	Indonesia	62	Philippines	63
	Korea	82	Viet Nam	84
	Singapore	65	Hong Kong	852
	Sri Lanka	94	Malaysia	60
	Thailand	66	Myanmar	95
	Taiwan	886		

	Country	Code	Country	Code
E u r o p e	Great Britain	44	Spain	34
	Italy	39	Denmark	45
	Austria	43	Germany	49
	Holland	31	France	33
	Switzerland	41	Belgium	32
	Sweden	46	Russian Federation	7

	Country	Code
A m e r i c a	USA	1
	Canada	1
	Brazil	55
	Peru	51
	Mexico	52

	Country	Code
O c e a n i a	Australia	61
	Guam	671
	Saipan	670
	New Zealand	64

	Country	Code
A f r i c a	Egypt	20
	South Africa	27

### International Subscriber Dialing Calls :

When you make a call, dial the international call identification code, then dial the country code, area code (skip the initial zero) and telephone number. You can also call KDDI (0051) for operator-assisted calls. However the rates are considerably higher than normal direct calls.

#### International Telegram (Telex)

The charges differ according to the place you are sending it to. Normally one word costs between ¥100 ~ ¥200.

International Telegram Information Center TEL 03-3344-5151

#### Portable Telephones (Keitai Denwa) and PHS

Portable telephones and PHS have become popular because installation is not necessary, the prices are reasonable and the registration is simple. You can purchase them and register your telephone number at the electric appliance stores or telephone companies. However the area of use is limited.

In general, you need to prepare documents when making a contract as below:

- a. Identification papers (i.e. Passport, Alien Registration Card, driver's license, etc)
- b. Contract Fee- about ¥3,000
- c. Money to buy a telephone set

To make international calls from a portable telephone or PHS, you need to make an application beforehand. International Prepaid Cards are convenient. You can buy them at certain convenience stores.

## 6. Postal Service (Yubin)

Post offices handle all mailing services. Post offices (yubin-kyoku) and mailboxes (posuto) are identified by a red 〒 shaped mark. Postage stamps (kitte) and post cards (hagaki) can also be purchased at shops that have the same postal mark. In addition to mail services, post offices offer postal savings. If you have a postal savings book or cash card, you can withdraw your money from your savings account at any post office in Japan. It is convenient for people traveling or making business trips throughout the country. Also you can pay water, gas, electricity bills, etc. by automatic transfer system through your account. Postal accounts can be opened at any post office.

### Further Information:

#### a . Postal Service Information (English/ charged)

Mon-Fri 9:30-16:30

Tokyo TEL 03-547-2585

Nagoya TEL 052-961-0103

#### b . Postal Savings Telephone Service (English/ free of charge)

Mon-Fri 8:30-18:00 TEL 0120-085420

### Business Hours

#### a . Mail Service: Mon-Fri 9:00-17:00

Some post offices are open at other times, and do partial postal service on Saturdays.

#### b . Savings & Insurance: Mon-Fri 9:00-16:00

Cash Dispenser (CD) and Automated Teller Machine (ATM) at certain locations can be used on Saturdays and Sundays and during other periods of time.

### Postal Classifications

#### A.Domestic Mail (mail rates; see pg.61)

##### a . Letters

##### 1. Standard- Size Mail (Teikei Yubinbutsu)

(Requirements for standard-size mail are: 14 - 23.5 cm in length, 9-12 cm in width and up to 1cm in thickness, and weigh up to 50g.)

##### 2. Non-standard Size Mail (Teikei gai Yubinbutsu)

(Exceeding standard-size mail requirements and up to 60 cm in length, the total of the length, width, and thickness must be under 90 cm, and weigh up to 4kg.)

3. Mini-letter (Yubin Shokan)

It has specified forms and is available at post offices.

b . Post Cards (Hagaki)

1. Standard Post Cards (Tsujo Hagaki)

There are two types of post cards, a government post card that does not require additional stamps and a private post card that requires stamps.

2. Reply-paid Post Cards (Ofuku Hagaki)

Two post cards are on the sheet and the sender uses half of the post card (marked “ oshin yo ” while the person replying uses the other half (marked “ henshin yo ”).

It means that the sender pays the return postage.

c . Parcel Post (Yu Pack)

1. Ordinary Parcels (Futsu Kozutsumi Yubinbutsu)

(Parcels weigh up to 20kg)

2. “ Book ” Parcels (Sasshi Kozutsumi Yubinbutsu)

(For sending only books, the rate is cheaper than the above. However the parcel should weigh up to 3kg and the post office clerk must check the contents before sealing.)

d . Special Mail Service

1. Express Special Delivery (Sokutatsu)

(The postage plus additional express delivery charge of ¥ 270.)

2. Registered Mail (Kakitome)

(For sending important documents and items, registered mail is recommended. If the goods are lost, you are compensated. Simplified Registered Mail (Kani Kakitome) is less expensive.

e . Home Delivery Service (Takuhaibin)

There are various services available depending on the size, weight and whether it is express mail or ordinary mail. Please bring the item to the local post office.

Services provided by express delivery companies are also convenient. Parcels can be delivered in 1 or 2 days within Japan. You can bring the

item and apply at delivery agencies, shops displaying flags or signs offering these services, and convenience stores. Some agents will come to your home to pick up the items. For sending refrigerated or frozen items, “Cool Delivery Service” (Cool Takkyubin) is available. The rates differ depending on the size, weight, and destination.

## B .International Mail (mail rates; see pg.60-61)

### a . Mailing Classification

#### 1. Air Mail (Kokubin)

(Although it depends on the destination, airmail is usually delivered within 4 to 8 days.)

#### 2. Surface Mail (Funabin)

(Delivery takes about 10 to 80 days. The postage is much cheaper than that of airmail.)

#### 3. SAL “ Surface Airlifted ” (SAL bin)

(SAL is less expensive than airmail and faster than surface mail)

### b . Postal Classification

#### 1. Letters (Letters and documents weighing up to 2kg)

#### 2. Aerogrammes (Koku Shokan)

(There is a standard size for Aerogrammes. You can buy them at post offices.

#### 3. International Post Cards (Kokusai Yubin Hagaki)

(A flat rate for any destinations in the world)

#### 4. Printed Matter (Insatsu butsu)

(Books, catalogues, documents, etc can be sent at a discount rate. Each parcel must weigh up to 2kg, (up to 5 kg for books & pamphlets) and the post office clerk must check the contents of the parcel before sealing).

#### 5. Small Packets (Kogata Hosu butsu)

(Items weighing up to 2kg are charged cheaper than ordinary parcels)

#### 6. Parcel Post (Kozutsumi)

(Parcels up to 20kg may be included in this category)

#### 7. Special Mail

(There are several kinds of Special Mail: Express Special Delivery Mail (Sokutatsu), Registered Mail (Kakitome), Insured Mail (Hoken tsuki), etc.)

## Postage Charts

### Domestic Mail Rates

Classification		Weight	Rate
Class 1 (Letters)	Standard-size Item	Up to 25g	80yen
		Up to 50g	90yen
	Nonstandard- size item	Up to 50g	120yen
		Up to 75g	140yen
		Up to 100g	160yen
		Up to 150g	200yen
		Up to 200g	240yen
		Up to 250g	270yen
		Up to 500g	390yen
		Up to 750g	580yen
		Up to 1 kg	700yen
		Up to 2 kg	950yen
		Up to 3 kg	1,150yen
		Up to 4 kg	1,350yen
	Mini-letter (Letter card)		60yen
Class 2 (Post cards)	Post card		50yen
	Reply-paid postcard		100yen
	Parcel post card		50yen

### International Mail Rates

Zone		Zone 1	Zone 2	Zone 3	
Destination		Asia, Guam, Marshall Is., Midway, Palau and others	North America, Central America, West Indies, Oceania, Middle East, Europe	Africa, South America	
Classification					
Letters	Standard-size Item	Up to 25g	90yen	110yen	130yen
		Up to 50g	160yen	190yen	230yen

Letters	Nonstandard-size item	Up to 50g	220yen	260yen	300yen
		Up to 100g	330yen	400yen	480yen
		Up to 250g	510yen	670yen	860yen
		Up to 500g	780yen	1,090yen	1,490yen
		Up to 1 kg	1,450yen	2,060yen	2,850yen
		Up to 2 kg	2,150yen	3,410yen	4,490yen
	Greeting Card	Up to 25g	90yen	110yen	130yen
	Aerogramme	Flat rate of 90 yen for anywhere in the world			
Post card	Flat rate of 70 yen for anywhere in the world				

### Domestic and Overseas Remittance

#### a . Domestic Remittance (Kokunai Sokin)

##### 1. Registered Mail for Cash (Genkin Kakitome)

(Cash up to ¥ 500,000 can be mailed. Special envelopes for sending cash are available at post offices)

##### 2. (Postal) Money Orders (Yubin Kawase)

(Besides ordinary money orders, there are Telegraphic Transfers for quicker delivery and orders for smaller sums of money.)

##### 3. Domestic Money Transfer (Yubin Furikae)

(This is a method of sending money through the postal savings network)

#### b . Overseas Remittance (Kaigai Sokin)

##### 1. International Money Order (Kokusai Yubin Kawase)

(Money orders are airmailed by the post office to the payee's address)

##### 2. International Money Transfer (Kokusai Yubin Furikae)

(Money transfers are made to the payee's postal savings or bank account. The charges are cheaper than sending an international money order.)

##### 3. International Reply Coupon (Kokusai Henshin Kite)

(International reply coupon can be enclosed with a letter so that the receiver can reply without paying the postage. Coupons are ¥ 150 each.)

### Non-delivery Notification (Fuzai Haitatsu)

When the registered mail or parcel is delivered in your absence, the postal matter is returned to the post office and a non-delivery notice (Fuzai Haitatsu

Tsuchi-sho) is left at the door instead. You may either call the post office or inform the desired date for re-delivery by the notice.

#### Change of Address Notification (Tenkyo Todoke)

When you move to a different address, you may make a notice for change of address. Post offices will forward your mail to your new address for one year.

## 7. Bank (Ginko)

In Japan, the most common form of payment is in cash, and personal cheques are rarely used. Credit cards are becoming popular, however some shops still do not accept them.

#### Business Hours

Bank tellers: Monday- Friday 9:00 ~ 15:00

Cash Dispenser (CD), Automated Teller Machine (ATM):

- a. Monday- Friday 8:45-19:00 (some head offices are available till 21:00)
- b. Saturday 9:00- 17:00
- c. Sunday & National Holiday 9:00- 17:00

Business hours differ depending on the bank and the locations of the machines. Most CD & ATM are closed on Saturday, Sunday and National Holidays, except for a few at certain locations. CD & ATM are also available at main JR train stations, department stores, and some convenient stores, but operating hours differ depending on the location.

A fee of ¥ 105 is charged to use CD & ATM during the following hours:

- a. After 19:00 Monday- Friday
- b. After 14:00 Saturday
- c. Sunday & National Holiday

A fee of ¥ 105 is also charged to use other banks' machines.

#### Bank Account (Ginko Koza)

- a. Ordinary Savings Account (Futsu Yokin Koza)

(Deposits and withdrawals can be made at any time. Interest rates are currently low.)

- b. Fixed Deposit (Teiki Yokin Koza)

(Withdrawals cannot be made until after a fixed time period. Interest rates

are higher for fixed deposit accounts than those of ordinary savings accounts).

c. Reserve Fund (Tsumitate Yokin Koza)

(Deposits can be made at any time, but withdrawals can be made only after a fixed time period).

Opening a Bank Account

There is no charge for opening a bank account. A minimum deposit of ¥1 for an ordinary savings account and ¥1 ~ ¥10,000 for other types of accounts is needed. There are no joint accounts for married couples in Japan. You can also make a cash card when opening a bank account. The following items are required:

- a. Identification (Alien Registration Card, Passport, etc.)
- b. Personal seal (Inkan)

Withdrawals and Deposits

After filling out the necessary forms, submit them to the bank teller. When making withdrawals, one's registered personal seal is needed. A cash card enables us to deposit and withdraw money at Automated Teller Machines (ATM).

Automatic Payment from your Account (Jido Furikae)

You can have your public utility bills such as water, gas, electricity, telephone and NHK receiving fee paid directly from your bank account. To apply for automatic payment, go to the bank where you have an account, with your bankbook, the previous month's receipt of the utility bill and the personal seal that was used when opening an account.

Overseas Remittance (Kokusai Sokin)

The time required for remittance differs depending on the method and bank you use.

a. Remittance by Cheques (Sokin Kogitte)

(The bank remits a cashier's cheque to the payee's address.)

b. Telegraphic Remittance (Denshin Sokin)

(Remittance to the bank accounts. The fee is usually ¥4,000. If you are paying the receiver's commission fee also, an extra ¥1,500 is needed.)

## 8. Television (Terebi)

In Japan, there are two broadcasting networks; the national broadcasting station (NHK) and commercial broadcasting stations. To have NHK connected, you need to make a contract. NHK is supported by receiving fees, so people who watch NHK programs are expected to pay this fee. You will be billed every other month. There are also the BS and CS satellite networks, where you can watch a range of programs from all over the world. You have to pay a receiving fee for satellite networks.

### Connection Fee

Type	How to pay	Monthly rate(yen)	2 months' rate(yen)	6 months' discount prepayment (yen)	12 months' discount prepayment (yen)
Color Contract	Account transfer	1,345	2,690	7,650	14,910
	Collection by visit	1,395	2,790	7,950	15,490
Satellite Color Contract	Account transfer	2,290	4,580	13,090	25,520
	Collection by visit	2,340	4,680	13,390	26,100

### Bill Payment

- Using an automatic transfer system through your bank or post office account (Cheaper than paying to the collector)
- Paying directly to a bill collector who comes to your house

## 9. Job Information (Shigoto)

To work in Japan, you must have a status of residence, which allows you to work. For further information, please consult the Regional Immigration Bureau. Students who have a “ Student Visa ” or “ Pre-College Student Visa ” can get a part-time job after receiving permission from the Regional Immigration Bureau.

Further Information : Nagoya Regional Immigration Bureau

Shizuoka Branch Office

6F ABC Plaza Bld. 9-4 Tenmachi, Shizuoka-shi

TEL 054-653-5571

Nagoya Regional Immigration Bureau

Hamamatsu Branch Office

81-6 Asada-cho, Hamamatsu-shi

TEL 053-458-6496

Mon- Fri (except for Saturdays, Sundays and National Holidays)

9:00- 12:00, 13:00- 17:00

#### Application Procedures to Work Part-Time

To work part-time you must first obtain permission from the Regional Immigration Bureau. Permission is granted on a case-by-case basis. In most cases permission will be granted if the earnings help the applicant with finances and does not hinder the applicant's studies. Once you obtain permission, it is effective even after changing part-time jobs. You can also apply for this permission when applying for an extension of period of stay. No registration fee is charged.

The following items are required:

- Application form for engaging in activities other than those permitted (available at Immigration Bureau)
- Passport
- Alien Registration Card
- School Certificate, Student Report

#### Conditions for Working Part-Time

For college & graduate students:

The maximum hours of work is not to exceed 28 hours per week. However it is acceptable to work up to 8 hours in 1 day during the school vacation.

For research students & auditing students:

The maximum hours of work is not to exceed 14 hours per week. However, it is acceptable to work up to 8 hours in 1 day during the school vacation.

For vocational school students & pre-college students:

The maximum hours of work is not to exceed 4 hours per day.

#### Part-time Work Placement Organizations

- a . Public Employment Security Offices (Hello Work)

Hello Work provides employment information and consultation for those seeking work. Please bring your Alien Registration Card with you. If possible, it's a good idea to bring a Japanese friend who can explain and interpret things for you.

Public Employment Security Offices “ Hello Work ” Providing Consultation for Foreigners

Hello Work	Address & Telephone	Business hours & Language
Numazu	9-1 Ichiba-cho, Numazu-shi 055-931-0145	Tue & Thurs 9:00 ~ 12:00 Portuguese, Spanish
Shimizu	2-15 Shimizu Matsubara -cho, Shizuoka-shi 0543-51-8609	Tue & Thurs 13:00 ~ 16:00 Portuguese, Spanish
Shizuoka	235-1 Nishijima, Shizuoka-shi 054-238-8601	Tue & Thurs 13:00 ~ 16:00 Portuguese, Spanish
Iwata	3599-6 Mitsuke, Iwata- shi 0538-32-6181	Tue & Thurs 9:00 ~ 12:00 Portuguese, Spanish
Hamamatsu	50-2 Asada-cho, Hamamatsu-shi 053-457-5188	Tue & Thurs 9:00 ~ 12:00 Portuguese, Spanish

Other “ Hello Work ” Offices

Hello Work Facilities	Address	Telephone
Atami	9-1 Tawarahoncho, Atami-shi	0557-82-3261
Ito	1-5-15 Ohara, Ito-shi	0557-37-2605
Shimoda	4-5-26 Shimoda-shi	0558-22-0288
Mishima	1-3-112 Bunkyo-cho, Mishima-shi	055-980-1301
Gotenba	1111 Gotenba-shi	0550-82-0540
Fuji	3628-2 Denpo, Fuji-shi	0545-51-2151
Fujinomiya	14-13 Kandagawa, Fujinomiya-shi	0544-26-3128
Yaizu	1-6-22 Ekikita, Yaizu-shi	054-628-5155
Fujieda Part Satellite	1-18-1 Tanuma, Fujieda-shi	054-636-2126
Shimada	1-4667 Hontori, Shimada-shi	0547-36-8609
Haibara	4138-1 Hosoe, Haibara-cho	0548-22-0148
Kakegawa	71 Kinjo, Kakegawa-shi	0537-22-4185
Tenryu	8-5 Futamata Akura, Tenryu-shi	0539-25-4108
Fukuroi Part Satellite	123 Kami Yamanashi, Fukuroi-shi	0538-49-4400
Hosoe	312-3 Hirooka, Hosoe-cho	053-522-0165

- b . Information Booklets & Employment Columns of Newspapers
- A monthly information booklet for foreign students 'Koryu Network'  
Annual subscription ¥1,500 for foreign students, ¥3,000 for Japanese)  
Publication of Volunteer Group Foreign Students Consulting Service  
TEL 03-3465-7550
  - Monthly Public Information Booklet 'Asia no Tomo'  
Annual subscription ¥2,000 for foreign students, ¥3,000 for Japanese)  
Publication of Asian Students Cultural Association  
TEL 03-3946-7565
  - Free Employment Information Booklet  
(Available at some convenience stores)
  - Leading daily newspapers (employment columns)
- c . College (School) Student Department, etc.  
You can get information on part-time work at most colleges that accept foreign students.
- d . Employment Service Center for Foreigners  
They provide general information for foreign students and workers who are looking for technical and professional work.
- Tokyo Employment Service Center for Foreigners  
“ Roppongi Job Park ”  
3-2-21 Roppongi, Minato-ku, Tokyo  
TEL 03-3586-8609  
Mon-Fri 9:30-16:30
  - Osaka Employment Service Center for Foreigners  
10F Yusei-gojokai Shinsaibashi Bld. 3-11-18 Minamisenba,  
Chuo-ku, Osaka  
TEL 06-6241-5606  
Mon-Fri 9:30-16:30
  - Japanese of Foreign Nationality Service Center  
10F Hisawado Bld. 5-3-14 Sotokanda, Chiyoda-ku, Tokyo  
TEL 03-3836-1096  
Mon-Fri 9:30-16:30

- Domestic and Foreign Student Center (only for foreign students)

1st Student Consultation Office

1-17-1 Kamiochiai, Shinjuku-ku, Tokyo TEL 03-3951-9103

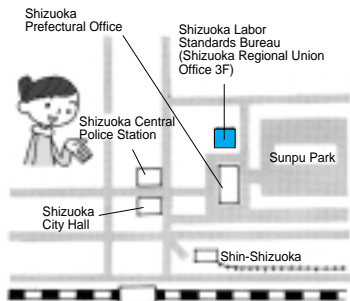
2nd Student Consultation Office

1-21 Yotsuya, Shinjuku-ku, Tokyo TEL 03-3359-5997

Labor Standards Bureau, Labor Standards Inspection Office

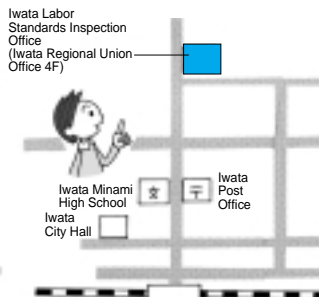
Foreign workers in Japan are equally subject to the applications of the Labor Standards Act. When one takes a job, the employer and the employee have to make a contract of employment. The employer must clearly define the terms of employment, for example the location, the specifics of the job, the hours to be worked, holidays, paid vacation time, salary to be received, etc. Labor Standards Bureaus (Labor Standards Inspection Offices) are all over Japan to make sure the Labor Standards Act is abided by. For more information on work conditions and environment, please consult the nearest Labor Standards Bureau (Labor Standards Inspection Office).

## Labor Standards Bureaus (Labor Standards Inspection Offices) Providing Consultation for Foreigners



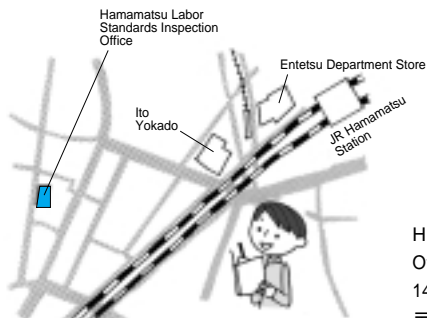
JR Shizuoka Station

Shizuoka Labor Standards Bureau  
9-50 Ote-machi, Shizuoka-shi  
〒420-8639 TEL 054-254-6311



JR Iwata Station

Iwata Labor Standards Inspection Office  
3599-6 Mitsuke, Iwata-shi  
〒438-8585 TEL 0538-32-2205



Hamamatsu Labor Standards Inspection  
Office  
146 Motouo-cho, Hamamatsu-shi  
〒432-8555 TEL 053-456-8147

### Other Labor Standards Inspection Offices

Mishima (Shimoda Branch Office)	1F Shimoda Government Office, 2-5-33 Nishi hongo, Shimoda-shi TEL 0558-22-0649
Mishima	1-3-9 Bunkyo-cho, Mishima-shi TEL 055-986-9100
Numazu	4F Numazu Government Office, 9-1 Ichiba-cho, Numazu-shi TEL 055-933-5830
Fuji	13-28 Miyuki-cho, Fuji-shi TEL 0545-51-2255
Shimizu	3F Shimizu Government Office, 2-15 Shimizu Matsubara-cho, Shizuoka-shi TEL 0543-51-8800
Shimada	3F Shimada Labor Government Office, 1-4677-4 Hontori, Shimada-shi TEL 0547-37-3148

### 10.Moving (Hikkoshi)

When moving to a new place, do not forget the following:

Notify the Landlord

Inform the landlord at least 1 month before moving, otherwise you will be billed 1 extra month's rent.

### Water, Gas, Electricity

At least 3 days before moving call the agencies and settle the accounts.

### Post Office

If you notify the present post office of your new address, the post office will forward any mail to your new residence for 1 year.

### Telephone

A person who has a telephone needs to call the NTT Office for stopping the service, removing your telephone, installation to a new place and settling the account. A person who has a portable phone or PHS needs to go to the company and notify the change of address or terminate the contract and settle the account.

### Alien Registration Card

You need to register your alien registration in your new residential municipal office within 2 weeks after moving.

### National Health Insurance

When moving from one city to another, you must renew your National Health Insurance card. Please return your card to the National Health Insurance section of the city you have been living and join again at the new municipal office.

### Moving Out

Before moving out, ensure the residence has been cleaned. The deposit will be returned to you after deductions are made for any unpaid rent and repair costs of damages to the room.

## 11.Lifestyle (Seikatsu)

### Neighborhood Associations

Neighborhood associations (chonaikai) are voluntary associations made up of residents of each community. They act as a bridge between the citizen and municipal office and self-governing body. In order to encourage close contact and mutual understanding between neighbors, they engage in various activities

such as sports events, festivals, collecting refuse, etc. Joining the association is voluntary, though a membership fee is required. People who have a family or children are recommended to join, as it will help you to assimilate into the society and make life in Japan more enjoyable. For more information about the association, please ask your neighbor or landlord.

#### Personal Seal (Inkan/ Hanko)

In Japan, when you open a bank account, make a deposit or withdrawal or fill out important documents, it is customary to sign (shomei) and put your seal on (natsuin). A personal seal serves as a signature would in western countries. In Japan a seal is more effective than just signing one's signature. You need special care when using your personal seal.

##### a .Registered Seal & Ordinary Seal

The seal that is registered at your local municipal office is called “ jitsuin ”. An ordinary seal (not registered) is called “ mitomein ”. For usual use such as withdrawal and deposit at a bank, mitomein is commonly used. Jitsuin is used for important documents such as registration of a car, etc.

##### b .Inkan Registration (Inkan Toroku)

Inkan registration is done at your local municipal office. You can have your jitsuin made at any seal-making shop. After your application is officially accepted, the Inkan registration card will be issued. Once you obtain the card, you are able to get a certificate of your seal impression later on whenever necessary at the municipal office you registered at.

#### Business Cards (Meishi)

In Japan, there is a custom of exchanging business cards which have a name, address of your company, phone number, etc. whenever you meet someone for the first time. Also for students, it can be useful to have one so that people can remember you easily.

## Rubbish (Gomi)

There are many kinds of household rubbish. Each locality has its own rules of separating rubbish, a fixed place and day for taking out rubbish. You have to use a trash bag designated by each municipality. Please inquire with your landlord or neighbors for details. Garbage disposal guides are distributed throughout the city. Please be sure to separate rubbish properly according to the categories and take it out on the right days (time) and to the right place.

### How to Separate Rubbish

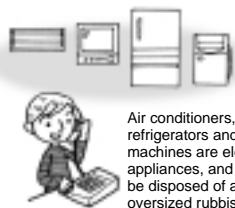
#### a. Burnable Rubbish (moeru gomi):

Food scraps and other kitchen waste, paper, clothing, etc.

✗ You must not put out your rubbish the night before collection.



✗ Burnable and non-burnable rubbish must not be disposed of together.



Air conditioners, TVs, refrigerators and washing machines are electrical appliances, and must not be disposed of as oversized rubbish. You need to call an electrical appliance store to pick them up.

#### b. Non- burnable Rubbish (moenai gomi): )

Plastics, Styrofoam, Synthetic leather products, metals, etc.

Spray cans may cause an explosion, so please make sure that there's nothing left in the cans by making a hole and letting out the gas.

#### c. Oversized Rubbish (sodai gomi):

Furniture, bicycles, some electric appliances, etc.

#### d. Recyclable Rubbish (shigen gomi)

Bottles, cans, plastic bottles, etc.

Used newspapers, leaflets, magazines, books, cardboard, etc. should be bundled up and tied separately. They are collected in several ways in each municipality.

Further Information:

Municipal Office (see pg.160)  
Environmental Sanitation Dept.

### Baths (Furo)

Japanese people have a custom of taking a bath every day. Especially in summer, when it is hot and humid, it is recommended for keeping the body clean and relieving fatigue. In Japan, the first thing you do before getting into a bathtub is wash your body. As everyone uses the same bath water, it must be kept clean for the next person. Every town or city has various public baths called "Onsen". There are saunas, jet baths, herbal baths, open-air baths and other facilities. It is recommended that you try them out sometime.

### Barber Shops (Tokoya) & Beauty Salons (Biyo-in)

Men usually have their hair cut at a barbershop. The average rate is ¥4,000 for a haircut, shampoo and shave. Children and sometimes students can get reduced rates. Beauty Salons are available for women as well. You can get a perm, cut, set, blow, shampoo, color, etc. The rate differs depending on the shop and what services you receive. It is recommended to make a reservation beforehand.

### Laundry (Sentaku)

There are several types of detergents for washing laundry. Ordinary detergents: for cotton and hemp goods such as underwear, socks, shirts and sheets. Neutral detergents: for wool and silk goods such as sweaters and formal clothes.

Nowadays soap powder is becoming popular in consideration to water pollution. For coats, business suits, wool, silk, leather goods, dry-cleaning shops are available. Dry-cleaning shops are everywhere. All you have to do is bring the laundry. Since the laundry charge and the time required differ



depending on the shops, please check with the shop beforehand.

### Celebration (Oiwai)

For matters of celebration to people close to you, such as children's birthdays, school entrance, graduation, employment or marriage, it is common to send the person a congratulatory gift. Generally people give money put in a white and red (sometimes gold) envelope called " Shugi bukuro ". Nowadays it is becoming more common to send something that the recipient wants. It may be helpful to discuss with someone aware of the circumstances, as to what would be a suitable gift.

### Funerals

If a person close to you or his/ her relation passes away, it is usual to attend the wake " Tsuya " and the funeral " Soshiki ". You must dress in dark colors for the wake and only in black at a funeral. You don't need to bring anything when attending a wake. On the other hand, for attending a funeral you need to bring money called " Koden ". Usually, koden money is put in a black and white envelope called " Fushugi bukuro " that has your name written on the front. It is given to the receptionist at the funeral. It may be helpful to discuss with someone aware of the circumstances, as to how much would be a suitable offering.

## 12.Information for Daily Life (seikatsu jouhou)

Local events, lectures and other information for daily life are introduced in the bulletins published by the city or the prefecture. You can obtain them at the prefectural office, the city hall, libraries, public halls, etc. Please take a look. Some of them are written in English, Portuguese, Spanish, Chinese or Hangul.

### Further Information:

(List of Municipal Offices, see pg.160 ; List of Associations for International Relations, see pg.150)