

## THINGS YOU MUST DO BEFORE STARTING AN INTERNSHIP

1. To inform us of your safe arrival, visit Administrative Office, Graduate School of Science and Engineering, Core Station 1<sup>st</sup> floor. Your Student ID Card will be provided.
2. Visit Otsu City Hall (Aoyama Branch) to complete [Resident Registration](#) and join the [National Health Insurance](#) program. You should have a support lab member(s) who may accompany you there.
3. Inform Administrative Office when you have completed procedures above.

### ☞ Resident Registration

All foreign nationals who stay in Japan for 3 months or longer are required by the Basic Resident Registration Law to complete residence registration at their municipal office. **You must carry your Residence Card with you at all times.**

You should have received your Residence Card at the airport, during immigration. You must proceed to local city hall within 14 days and file a "Move in Notification" to register your address and have your card updated with that information.

### ☞ National Health Insurance

According to the Ordinance of Enforcement of the Health Insurance Law, all foreign residents who will stay in Japan for more than 3 months are required to join the National Health Insurance program.

Treatment at medical institutions in Japan can be very expensive and can lead to a large financial burden if you do not have insurance. The NHI is a health insurance program that covers part of the medical fees incurred by illness or injury to residents. If you present your NHI certificate to a medical facility, you only pay 30% of the medical fees applicable to the Health Insurance Law and the rest will be covered by the national health insurance.

\*Please note that, in Japan, you are expected to pay your entire bill when you leave the hospital. There is no option to have the bill sent to an insurance company or to pay later. Even if you have health insurance from your home country, you will have to pay the bill up front, so enrolling in the NHI is mandatory, regardless of any other insurance you may hold.

**PRINT OUT THIS PAGE WHEN VISITING CITY HALL**

Dormitory Address/ 寮の住所

立命館大学BKCインターナショナルハウス  
滋賀県大津市松が丘六丁目1 - 1  
Tel. 077-572-7303



**Dormitory to Otsu City Hall (Aoyama Branch)**