



## 【Important】

### Procedures to Complete Prior to Travel and After Arrival in Japan

Congratulations on your enrollment at Ritsumeikan University! For some of you this will be your first time living in Japan, and for some of you it will be a continuation of your current stay in the country up to now. Regardless of which group you fall into, there are some procedures you must take care of before you can begin studying at Ritsumeikan. These procedures must be done by you yourself. If you have difficulty communicating in Japanese, please bring along someone who can speak Japanese to help you complete these procedures.



#### 【Outline of Pre-enrollment Procedures】

No.	Details	What newcomers must do (※1) 	What those already in Japan must do (※2) 
<b>Submit a Copy of Your Residence Card</b>			
1	Submit a Copy of Your Residence Card	○ (before and after procedures)	○ (after procedures)
<b>Register Your Address</b>			
2	Submit a Move-in Notice	○	
	Submit a Move-out and Move-in Notice, or a Change of Address Notice		○
	Submit your Residence Certificate to Manabi Station	○	○
<b>Complete National Health Insurance Paperwork</b>			
3	Enroll into National Health Insurance	○	
	Register Change of Address with National Health Insurance		○
<b>Complete National Pension Paperwork</b>			
4	Enroll into National Pension	○	
	Register Change of Address with National Pension		○

※1 : Newcomers ...New arrivals who newly receive a Residence Card at the airport in Japan.

※2 : Those already in Japan ...Mid-long term stayers already living in Japan who have a valid Residence Card at the time of their university enrollment (this does not include those on a “Short-Term Stay” visa).

→ Procedures vary depending on the city/ward/municipality/village where you reside. Confirm procedures for where you live.

[For reference: Cities nearest to Biwako-Kusatsu Campus]



- [Kusatsu City Hall](#)      Address: 3-13-30 Kusatsu, Kusatsu, Shiga 〒525-8588      TEL: 077-563-1234

- [Otsu City Hall](#)      Address: 3-1 Misasagi, Otsu, Shiga 〒520-8575      TEL: 077-523-1234

(JPN Language Only)



【Pre-enrollment Procedures for Newcomers】

No.	Place	Details
1	<b>City hall where you live</b>	<p><b>Submit a Copy of Your Residence Card (without address information)</b></p> <p>After receiving your university RAINBOW ID info, please immediately submit photos of the front and back sides of your Residence Card via the "Residence Card Submission Form" system below.  <a href="https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793">https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793</a></p>  <p>*After completing the procedures below you must submit photos of the card via the form once more.</p>
2		<p><b>Submit a Move-in Notice</b></p> <p>Usually you must register your address with the municipal office of the area where you live <u>within 14 days</u> of your arrival in Japan (please note that you cannot register an address until you have secured permanent housing).            As an anti Covid-19 measure, however, as a rule, newcomers must self-quarantine for 7 days from the day after arrival in Japan. So instead, please register your address <b>as soon as possible</b> after your self-quarantine ends.</p> <p>→ If you do not register your address with the local municipal office (under normal circumstances, within 14 days of moving in) you may be subjected to up to 200,000 JPY in fines. Further, newcomers who, for no legitimate reason, do not register their address within 90 days of their arrival in Japan may have their Residence Status/visa revoked.</p> <p>→ After submitting the move-in notice, <u>order one Residence Certificate</u> from the municipal office. Afterwards, submit the Residence Certificate to Manabi Station on your campus a.s.a.p.</p>
3		<p><b>Enroll into National Health Insurance</b>      <b>*Can be done when submitting Move-in Notice</b></p> <p><u>Anyone scheduled to remain in Japan for 3 months or more is legally obligated to enroll into National Health Insurance.</u> If you receive treatment for illness or injury without first enrolling into this insurance you will be faced with extremely high up-front medical fees. By joining the insurance, however, you will only need to pay for 30% of the actual costs when visiting the clinic. Complete procedures to enroll into National Health Insurance at the Health Insurance and Pension Department of your local municipal office.</p>
4		<p><b>Enroll into National Pension</b>      <b>*Can be done when submitting Move-in Notice</b></p> <p>Anyone between the age of 20 and 60 living in Japan is legally obligated to enroll and pay into the National Pension.            Fortunately, persons such as students who can't afford to pay into the Pension system each month may apply for an exemption while they study. The possible exemptions are:</p> <p>① "Special Payment System for Students" (for international students scheduled to study in Japan for 1 year or more who wish to be exempted from payment of fees)            ② "Payment Deferment System for Youth" (For international students or persons under the age of 30 who are scheduled to be in Japan for less than one year, who would face financial difficulty if they paid regular pension fees)</p> <p>Required payments into the Pension system will be exempted/deferred if your application is accepted, so apply for an exemption/deferment when you apply for enrollment into the National Pension. Apply, and find details, at the Health Insurance and Pension Department of your local municipal office.</p>
5		<p><b>Submit a Copy of Your Residence Card (with new address information)</b></p> <p>After submitting a move-in notice, the municipal office will formally add your new address to the back of your Residence Card. Afterwards, submit photos of the front and back of your Residence Card once more via the form at the link below.  <a href="https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793">https://global.support.ritsumeai.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793</a></p> 

【Bring the following with you to complete procedures】

- Residence Card ※1      • Passport      • Personal seal (if you have one)      • Student ID Card


【If you've lived in Japan before (not counting short-term stay) also bring the following】

- To enroll into National Health Insurance:
  - Documentation showing the "My Number" of the head of household and person signing up for the insurance (i.e. either your "My Number Card," "Individual Number Card," or a "Certificate of Residence," etc.)
- For the National Pension "Special Payment System for Students" exemption:
  - Your National Pension Booklet (blue passport sized booklet)

※1 : If you did not receive a Residence Card when entering the country (it should say “在留カード後日交付” (Residence Card to be Issued Later) in your passport), bring your Passport in place of the Residence Card which you of course have not yet received.



【 Pre-enrollment Procedures for Those Already in Japan 】

No.	Place	Details
1	City hall where you live	<b>Submit a Move-out and Move-in Notice, or a Change of Address Notice</b>
		<p><b>If you will move from your current to a new municipality:</b></p> <p>① Before moving, submit a Move-out Notice to your current municipal office. You may submit the notice up to <u>14 days prior</u> to your move-out date, once it's been determined. Upon submission the municipal office will give you a Move-out Certificate. Keep it somewhere safe.</p> <p>② After moving, submit a Move-in Notice to your new local municipal office <u>within 14 days</u> of the start of your new contract.</p> <p><u>※To submit the Move-in Notice, you will need a Move-out Certificate (“転出証明書”) issued by your previous municipal office. Have this form issued as you submit your Move-out Notice.</u></p> <p><b>If moving to a new address within your current municipality:</b></p> <p>① Submit a Change of Address Notice to your local municipal office <u>within 14 days</u> of your change of address.</p> <p>→ If you did not submit a Residence Certificate when completing your enrollment procedures, <u>order one Residence Certificate from the municipal office.</u> Afterwards, submit the Residence Certificate to Manabi Station on your campus a.s.a.p.</p>
		<b>Register Change of Address with National Health Insurance</b>
		<b>*Can be done when submitting Move-out/Move-in/Change of Address Notice.</b>
2		<p>Complete the following procedures when you move. If you fail to do so you may be forced to pay the full cost of medical fees when visiting the clinic, and in fact may be charged in full for previous medical fees which you have incurred.</p> <p>① Before moving, complete Loss of Status Procedures (“資格喪失手続”) at your current municipal office at the time you submit your Move-out Notice.</p> <p>② After moving, complete National Health Insurance Enrollment paperwork at your new municipal office when submitting your Move-In Notice.</p> <p>③ If moving to a new address within your current municipality, show your current National Health Insurance card when submitting your Change of Address Notice.</p>
		<b>Register Change of Address with National Pension</b>
3		<b>*Can be done when submitting Move-in or Change of Address Notice.</b>
		<p>When moving, for Pension purposes you must register your change of address with the Health Insurance and Pension Department of your new municipal office (no procedures are required at your former municipal office). Visit your new municipal office to complete these procedures <u>within 14 days</u> of moving in to your new place of stay.</p>
4		<b>Submit Photos of Both Sides of Your Residence Card</b>
		<p>After registering your new address, the municipal office will formally add the address to your Residence Card. After, please submit photos of the front and back sides of your Residence Card with your new address via the "Residence Card Submission Form" at the link below, after you receive your university RAINBOW ID.</p> <p><a href="https://global.support.ritsumei.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793">https://global.support.ritsumei.ac.jp/hc/en-us/requests/new?ticket_form_id=360006867793</a></p> 

【Bring the following with you to complete procedures】

- Residence Card
- Passport
- Personal Seal (if you have one)
- Move-out Certificate (if moving into a new municipality)
- National Health Insurance Card
- National Pension Booklet (blue passport sized booklet)
- Student ID Card
- Your “My Number Card” (if you have already received this card)