

GIH

General Information Handbook

English

2026–27
Revision

Please review the contents of this book before coming to Japan and keep it on hand as a reference.

2026-27



PROGRAMME

The Japan Exchange & Teaching Programme

General Information Handbook

(English Version)



CLAIR

**Council of Local Authorities
for International Relations**

Table of Contents

Preface		2.7 Taxes	35
Emergency Phone Numbers	III	2.7.1 Tax in Japan	35
Emergency Phrases	III	2.7.2 Home Country Tax Liabilities	35
Dear JET Programme Participants	IV	Chapter 3 Work	37
Frequently Used Terms and Acronyms	V	3.1 Post-Arrival Checklist	38
Yearly Schedule	V	3.2 Work Duties and Workplace	39
JET Programme Structure (Simplified)	V	3.2.1 Assistant Language Teacher (ALT)	39
Chapter 1 Pre-Departure	1	3.2.2 Coordinator for International Relations (CIR)	42
1.1 Schedule	2	3.2.3 Sports Exchange Advisor (SEA)	45
1.1.1 Before Departure	3	3.2.4 Prefectural Advisor (PA)	46
1.1.2 Departure	3	3.3 Manners at Work	46
1.1.3 Arrival in Tokyo	4	3.4 Personnel Evaluations	47
1.1.4 Post-Arrival Orientation	5	3.5 Frequent Issues and Concerns	48
1.1.5 Departure for Host Prefectures/Designated Cities	6	3.6 Communication in Japan: Group Dynamics	52
1.1.6 Prefectural Orientation	6	3.7 Studying Japanese	52
1.2 Passports and Visas	7	Chapter 4 Living in Japan	55
1.3 Immigration Procedures	8	4.1 Observing the Laws	56
1.4 Packing for Japan	8	4.2 Customs and Etiquette	57
1.4.1 Luggage to Bring to Japan	8	4.3 Housing	57
1.4.2 Money to Bring to Japan	9	4.4 Computers and Telephones	59
1.4.3 Information on Customs	10	4.5 Financial Institutions	59
1.4.4 Sending Luggage	10	4.5.1 Savings Account	59
1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment	10	4.5.2 Sending Money Home	60
1.4.6 Clothing	12	4.6 Personal Seal or <i>Hanko</i>	61
1.4.7 What Not to Bring	13	4.7 Driving	61
1.4.8 Other	13	4.7.1 Licenses	61
1.5 Bringing Non-JET Spouses or Children	14	4.7.2 Japan Automobile Federation (JAF)	62
1.5.1 Passport/Types of Visas	14	4.7.3 Owning a Motor Vehicle	62
1.5.2 Applying for a Dependent Visa	15	4.8 Travelling Abroad	64
1.5.3 Applying for Visas Other than the Dependent Visa	15	4.9 The Association for Japan Exchange and Teaching (AJET)	65
1.5.4 Medical/Health Insurance for Dependents	15	4.10 Multilingual Information about Living in Japan	65
1.5.5 Child Welfare Payments (<i>Jidō Teate</i>)	15	Chapter 5 Safety	67
1.5.6 Post-Arrival Orientation	16	5.1 Security	68
Chapter 2 Appointment, Insurance, Taxes, Reappointment, and Status of Residence	17	5.2 Fires, Natural Disasters, and Contact Information	68
2.1 Terms and Conditions (Appointment)	18	5.3 Discrimination against Foreign Residents in Japan	71
2.2 Reappointment	21	5.4 LGBTQ in Japan	71
2.3 Information for Intermittent Arrivals	23	5.5 Sexual Harassment	72
2.4 Status of Residence	24	5.6 Sexual Assault	72
2.4.1 Status of Residence and Period of Stay	24	Chapter 6 Health and JET Programme Support System	75
2.4.2 Extension of Period of Stay and Change of Status of Residence	24	6.1 Health	76
2.4.3 Staying in Japan after the End of your Term of Appointment	25	6.1.1 Going to the Hospital/Clinic	77
2.5 Resident Services	26	6.1.2 Pregnancy and Maternity	78
2.5.1 Residence Record (<i>Jūminhyō</i>)	26	6.1.3 Health Examinations	80
2.5.2 Residence Card (<i>Zairyū Kādo</i>)	27	6.1.4 Mental Health	80
2.5.3 Individual Number (My Number) ID System	27	6.2 Culture Shock	81
2.6 Insurance	29	6.3 JET Programme Support System	82
2.6.1 Health Insurance (Short-term Benefits)	29	6.4 Emergency Response	83
2.6.2 Pension Insurance (Long-term Benefits)	32	Chapter 7 Leaving the JET Programme	85
2.6.3 Employment Insurance	32	7.1 Before Leaving	86
2.6.4 JET Programme Accident Insurance Policy (Overseas Travel Insurance)	33	7.2 Return Airfare	87
		7.3 Pension Refund	87
		7.3.1 Simplified Summary	88
		7.3.2 Lump-sum Withdrawal Payment	89

7.3.3 Refund of Taxed Portion (Requires a Tax Agent) __	90
7.3.4 Social Security Agreements between Japan and Other Countries _____	91
7.4 Reverse Culture Shock _____	91
7.5 Employment after JET _____	92
7.6 JET Alumni Association (JETAA) _____	93
Chapter 8 Appendices _____	95
8.1 Overview of the JET Programme _____	96
8.1.1 JET Programme Participants _____	96
8.1.2 Contracting Organisations (Local Authorities, etc.)	96
8.1.3 Host Prefectures/Designated Cities _____	97
8.1.4 Council of Local Authorities for International Relations (CLAIR) _____	97
8.1.5 Roles of the Three Ministries _____	98
8.2 Using the <i>Application for Import Confirmation System for Pharmaceutical Imports</i> _____	99

8.3 JET Programme Participant Goal Management Sheet _____	100
8.4 Essential Information from Outgoing to Incoming JET Programme Participants _____	101
8.5 Immigration Bureaus / Information Centres _____	104
8.6 Workplace Harassment Consultation Centres _____	105
8.6.1 Resources from the Ministry of Health, Labour and Welfare _____	105
8.6.2 Resources from the Ministry of Justice _____	105
8.7 Sexual Assault Enquiry / Consultation Centres _____	106
8.8 Helpline Overview _____	107
8.9 Ministry of Health, Labour and Welfare: Medical Information Net (NAVII) _____	108
8.10 Map of Japan _____	109
8.11 JET Programme Application Guidelines: Work Duties _____	110

JET Programme Participant Information	
Name	
JET Number	
Workplace Information	
Contracting Organisation	
Address	
Telephone	
Email	
Supervisor	

Emergency Phone Numbers

Police	110	Ambulance/Fire	119	Police Consultation Centre	#9110
---------------	-----	-----------------------	-----	-----------------------------------	-------

Emergency Phrases

1) Police

English	Japanese Pronunciation	Japanese
Please help!	<i>Tasukete kudasai!</i>	助けてください!
My ○○ has been stolen.	<i>○○ ga nusumaremashita.</i>	○○が盗られました。
My address is ○○.	<i>Jūsho wa ○○ desu.</i>	住所は○○です。
My name is ○○.	<i>Namae wa ○○ desu.</i>	名前は○○です。
My telephone number is ○○.	<i>Denwa bangō wa ○○ desu.</i>	電話番号は○○です。

2) Ambulance/Fire

English	Japanese Pronunciation	Japanese
Fire!	<i>Kaji desu!</i>	火事です!
There has been an accident.	<i>Jiko desu.</i>	事故です。
Send an ambulance, please.	<i>Kyūkyūsha wo onegai shimasu.</i>	救急車をお願いします。
My address is ○○.	<i>Jūsho wa ○○ desu.</i>	住所は○○です。
My name is ○○.	<i>Namae wa ○○ desu.</i>	名前は○○です。
My telephone number is ○○.	<i>Denwa bangō wa ○○ desu.</i>	電話番号は○○です。

Dear JET Programme Participants

Welcome to the JET Programme!

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

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

As professionals in foreign language education and international exchange, as well as being government employees and/or educators, you are expected to approach your duties responsibly, living up to the expectations and trust of the local community.

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

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

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

**Council of Local Authorities for International Relations (CLAIR)
March 2026**



Note: All links and information throughout this guide are current as of 1 March 2026.

Frequently Used Terms and Acronyms

Acronym	English	Japanese
AJET	Association for Japan Exchange and Teaching	JET プログラム参加者の会
ALT	Assistant Language Teacher	外国語指導助手
BOATs for JETs	Basic Online ALT Training System for JETs	新規来日 ALT 向け e ラーニング研修
BOE	Board of Education	教育委員会
CIR	Coordinator for International Relations	国際交流員
CLAIR	Council of Local Authorities for International Relations	自治体国際化協会
CO	Contracting Organisation	任用団体
ES	Elementary School	小学校
GIH	General Information Handbook	JET プログラム参加者用ハンドブック
JET(s)	JET Programme participant(s)	JET プログラム参加者、JET 参加者
JETAA	JET Alumni Association	JET 経験者の会
JETAA-I	JET Alumni Association International	JETAA 国際委員会
JHS	Junior High School	中学校
JSA	Japan Sports Agency	スポーツ庁
JTE	Japanese Teacher of English*	日本人英語指導員
JTL	Japanese Teacher of a Foreign Language*	日本人外国語指導員
MEXT	Ministry of Education, Culture, Sports, Science and Technology	文部科学省
MIC	Ministry of Internal Affairs and Communications	総務省
MOFA	Ministry of Foreign Affairs	外務省
SEA	Sports Exchange Advisor	スポーツ国際交流員
PA	Prefectural Advisor	取りまとめ団体アドバイザー
SHS	Senior High School	高等学校、高校
TEFL	Teaching English as a Foreign Language	外国語としての英語教育
TESOL	Teaching English to Speakers of Other Languages	英語を母語としない人のための教授法
Frequently Used Term	Explanation	
Designated City	A city with a population greater than 500,000 granted special administrative status by the Japanese government. Functions similarly to a prefecture.	
Host Prefecture/Designated City	The prefectural (or municipal in the case of designated cities) office overseeing administration of the JET Programme across multiple local contracting organisations. Employs Prefectural Advisors.	
Contracting Organisation	Local government organisations, often boards of education or prefectural/municipal international exchange offices, employing JET Programme participants.	

Note: There are cases where the 'JTE' or 'JTL' is not Japanese. These phrases refer to educators possessing teaching credentials in Japan responsible for classroom management while conducting team teaching alongside an ALT.

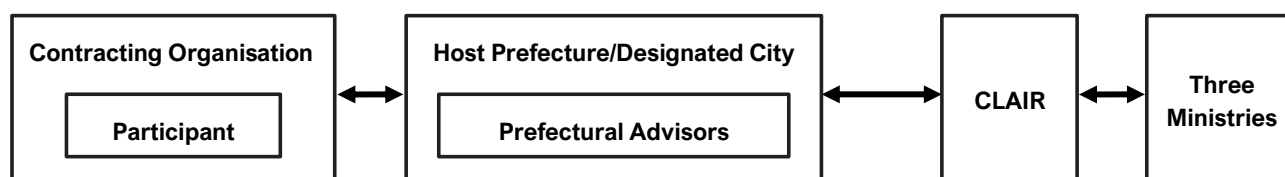
Yearly Schedule

An up-to-date yearly schedule is accessible on the official JET Programme webpage.

URL: <https://jetprogramme.org/en/current/schedule/>



JET Programme Structure (Simplified)



Note: For more information, see **6.3 JET Programme Support System** and **8.1 Overview of the JET Programme**

Note: In the case of JET Programme participants employed by the Host Prefecture/Designated City, your Contracting Organisation and Host Prefecture/Designated City are the same.

Chapter 1 Pre-Departure

1.1 Schedule	2	1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment	10
1.1.1 Before Departure	3	1) Allowed Limits to Bring or Ship to Japan	10
1) Late May (late February to mid-March for CKBP April Arrivals and Early Arrivals)	3	2) Bringing Quantities over the Allowed Limit	11
2) Late June (Not relevant for CKBP April Arrivals or Early Arrivals)	3	3) Having Quantities over the Allowed Limit Sent to You	11
3) Pre-Departure Orientation	3	4) If your Prescription Runs Out	11
1.1.2 Departure	3	5) How to Apply for a <i>Yunyū Kakunin-shō</i> Certificate (Before Arriving in Japan)	11
1) Departure from Home Countries	3	1.4.6 Clothing	12
2) Departures from Within Japan	4	1) Post-Arrival Orientation Attire	12
1.1.3 Arrival in Tokyo	4	2) Work Attire	13
1.1.4 Post-Arrival Orientation	5	1.4.7 What Not to Bring	13
1) Purpose	5	1) Illegal Items	13
2) Lecture Materials	5	2) Items that Cannot be Used in Japan	13
3) Illness or Other Health Issues	5	3) Pets	13
4) Break Times	5	1.4.8 Other	13
5) Attendance in Lectures	6	1) Contraceptives	13
1.1.5 Departure for Host Prefectures/Designated Cities	6	2) Contact Lenses	13
1.1.6 Prefectural Orientation	6	3) Vaccinations	13
1.2 Passports and Visas	7	4) Teaching Materials	13
1.3 Immigration Procedures	8	5) Gifts (<i>Omiyage</i>)	14
1.4 Packing for Japan	8	6) Other	14
1.4.1 Luggage to Bring to Japan	8	1.5 Bringing Non-JET Spouses or Children	14
1.4.2 Money to Bring to Japan	9	1.5.1 Passport/Types of Visas	14
1) Expenses Borne by COs and/or CLAIR	9	1.5.2 Applying for a Dependent Visa	15
2) Expenses Borne by the JET Programme Participant	9	1.5.3 Applying for Visas Other than the Dependent Visa	15
1.4.3 Information on Customs	10	1.5.4 Medical/Health Insurance for Dependants	15
1.4.4 Sending Luggage	10	1.5.5 Child Welfare Payments (<i>Jidō Teate</i>)	15
		1.5.6 Post-Arrival Orientation	16

Chapter 1: Pre-Departure

1.1 Schedule

The majority of JET Programme participants arrive in Japan in two main groups in July/August (hereinafter, Main Arrivals A and B). Additionally, another large group of participants arrives in April, designated as successful Early Departure candidates (hereinafter, Early Arrivals). While ALTs and CIRs from China, Korea, Brazil, and Peru (hereinafter, CKBP April Arrivals) also arrive in April, their appointment schedule differs significantly from the other groups, so they are categorised separately.

JET Programme participants who are unable to arrive with the main groups listed above due to unavoidable circumstances, as well as alternate candidates who are upgraded due to participant withdrawals or mid-term resignations, arrive in Japan later and are hereinafter called 'Intermittent Arrivals'.

In principle, your term of appointment is one year, commencing on the day after your arrival. All participants (except CKBP April Arrivals) are appointed for the Main Term of Appointment, which begins the day after their arrival and lasts until July or August.

Note: Early Arrivals' first term of appointment is until April, but depending on the results of reappointment procedures, they may be able to extend their term until August. From the second year onward, they will be reappointed on the same terms as Main Arrivals B.

CKBP April Arrivals are appointed for the April Term of Appointment, which starts the day after their arrival and lasts until the following April.

Note: This material, including the following schedule and the period of participation, is subject to change in the event of unavoidable circumstances. Unavoidable circumstances are defined as those beyond the reasonable control of the Ministry of Internal Affairs (MIC), the Ministry of Foreign Affairs (MOFA) (including Embassies and Consulates of Japan), the Ministry of Education, Culture, Sports, Science and Technology (MEXT), CLAIR, the prefectures and designated cities, the contracting organisations, and those entrusted with JET Programme-related work. These circumstances include but are not limited to: natural disasters; actions by the government (including local governments, which also apply to the following circumstances) or governmental organisations (including measures like immigration restrictions enforced by the Japanese government or governments of other countries due to the spread of infectious disease, as well as protection measures like travel restrictions at ports and airports); compliance with laws, restrictions or orders; fires, storms, floods or earthquakes; war (regardless of whether a proclamation of war has been made); unrest; revolution or revolt; and strike or lockout.

Arrival Schedule and First Appointment Term for Main Term Participants

Arrival Group	Arrival Date	First Appointment Term
① Early Arrivals	12 April 2026	13 April 2026–12 April 2027 (see note)
② Early Arrivals (Intermittent)	13 April–25 July 2026	Day after arrival–12 April 2027 (see note)
③ Main Arrivals A	26 July 2026	27 July 2026–26 July 2027
④ Main Arrivals B	2 August 2026	3 August 2026–2 August 2027
⑤ Intermittent Arrivals	After 3 August 2026	Day after arrival–2 August 2027

Note: For Early Arrivals, the first appointment term lasts until the following April. Depending on the results of reappointment procedures, it may be possible to extend the Early Arrival term until August. From the second year onward, Early Arrivals will be reappointed on the same terms as Main Arrivals B.

Arrival Schedule and First Appointment Term for April Participants (ALTs and CIRs from China, Korea, Brazil, and Peru)

Arrival Group	Arrival Date	First Appointment Term
⑥ CKBP April Arrivals	12 April 2026	13 April 2026–12 April 2027
⑦ CKBP April Arrivals (Intermittent)	After 13 April 2026	Day after arrival–12 April 2027

Please be aware that the information in this chapter primarily pertains to Main Arrivals. Information for Early Arrivals and CKBP April Arrivals appears in parentheses. Participants arriving in Japan after the arrival dates specified above should refer to **2.3 Information for Intermittent Arrivals** for additional information.

1.1.1 Before Departure

1) Late May (late February to mid-March for CKBP April Arrivals and Early Arrivals)

You will receive placement information from your contracting organisation, including the following four documents:

- your Notice of Appointment (*saiyō naitei tsūchisho*)
- your Terms and Conditions (*nin'yō kisoku* or *shūgyō kisoku*)
- a welcome letter
- a Statement of Agreement (*dōisho*)

Please read these documents carefully and promptly address any questions about their content to your contracting organisation or local Embassy or Consulate of Japan.

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

2) Late June (Not relevant for CKBP April Arrivals or Early Arrivals)

The travel agency will send you a questionnaire regarding your departure for Japan and the Post-Arrival Orientation. After filling out the questionnaire, promptly return it to the travel agency.

3) Pre-Departure Orientation

In principle, prior to departing for Japan, you will attend a Pre-Departure Orientation hosted by the Embassy or Consulate of Japan. As the purpose of this orientation is to help you with necessary preparations for the coming year on the JET Programme, attendance is compulsory for all participants departing from their home country.

Pre-Departure Orientations typically include the following:

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

Note: There is no Pre-Departure Orientation for participants joining the JET Programme from within Japan.

1.1.2 Departure

1) Departure from Home Countries

You must depart for Japan according to the schedule in **1.1 Schedule** on the designated flight from the designated airport on the flight arranged by the Embassy or Consulate of Japan. Your travel arrangements will be made by CLAIR. Please note that you are not permitted to make your own travel arrangements.

① Changing Your Departure Airport

Changing the departure airport within your home country may be permitted for reasons such as a change of residence. However, the designated date of arrival in Japan cannot be changed, so please ensure that you select an airport that has the same departure date as the Embassy or Consulate of Japan at which you were interviewed. If you would like to change your departure airport, please inform the embassy or consulate as soon as possible.

Please keep in mind that when returning to your home country, return tickets will be provided to the designated airport from which you originally departed. (Upon returning home, participants who joined the programme from within Japan will be provided a flight to the international airport closest to the embassy or consulate at which they interviewed.)



If you wish to change your designated airport, you must contact the Embassy or Consulate of Japan at which you interviewed at least 31 days prior to your arrival date in Japan.

If you withdraw from the JET Programme soon after arriving in Japan, you will not only be responsible for the full cost of return travel to your home country, but must also reimburse your airfare to Japan, hotel fees, and any other related costs that your contracting organisation or CLAIR has already borne.

Chapter 1: Pre-Departure

② Changing Your Passport Details

The passport information you submit will be used by CLAIR to make your flight arrangements. If you know your current passport details will change before your arrival in Japan (e.g. name change after marriage), you must submit a 'Revisions to Reply Form' form along with a copy of your new passport as soon as possible to the embassy or consulate at which you were interviewed.

!	Your 'Revisions to Reply Form' form must be submitted <u>1.5 months prior to your departure</u> at the latest. If you cannot submit it by then, you must <u>immediately</u> inform the embassy or consulate at which you were interviewed, and you may be required to pay any fees associated with modifying your travel arrangements.
----------	--

③ Withdrawal Before Your Arrival Date or Arrival Extension

If you withdraw your intent to participate on the JET Programme, are disqualified after receiving notification of your placement, or extend your arrival—with the exception of cases due to truly inevitable circumstances, such as on humanitarian grounds—you must pay any related costs. These costs may include cancellation fees, or fees for the arrangement of travel within Japan and housing costs in cases where the contracting organisation has made such arrangements.

Furthermore, such participants may be required to submit documentation in order to determine if a case falls under 'cases due to truly inevitable circumstances, such as on humanitarian grounds.'

!	<p>If you request a change to your travel arrangements <u>30 days or fewer</u> before your departure date to Japan (counting from the day of departure), or you withdraw from the JET Programme before coming to Japan, <u>you may be required to bear the cancellation fees for your travel, housing-related fees (in the case where your contracting organisation arranges your housing), and other fees.</u> The obligation to pay travel fees will arise as soon as the cancellation is confirmed by the travel agency.</p> <p>If you intend to withdraw, please inform the embassy or consulate at which you interviewed as soon as possible before departing for Japan.</p>
----------	---

2) Departures from Within Japan

If you join the JET Programme from within Japan, you will be delegated to the Main Arrivals A arrival group. While there is no Pre-Departure Orientation for participants already residing within Japan, you must attend the Post-Arrival Orientation (see next section) with all other participants. Costs, including travel from the train station or airport closest to your residence to the Post-Arrival Orientation venue, will be issued by the travel agency and borne by your contracting organisation. Thus, you must depart from the airport or train station designated for you. However, you are responsible for travel expenses from your house to your closest train station or airport. Furthermore, if you live within 100 km of the nearest station to the orientation venue, you will be responsible for your own transportation costs.

1.1.3 Arrival in Tokyo

When you arrive at the airport in Japan, you will be greeted in the arrival lobby by travel agency representatives.

After meeting with the representatives, you will then move to the luggage shipping area within the airport. This is where luggage too large to bring to the Post-Arrival Orientation hotel can be sent to your contracting organisation. Your contracting organisation decides where the luggage will be sent and will have a transport company arranged in advance. Please note that luggage is typically sent to the JET Programme participant's future home address or the office of their contracting organisation.

Please note that you may only take one large piece of luggage (e.g. a suitcase) and one hand-held carry-on with you to the hotel. As you are requested to dress in business casual attire for this orientation, please make sure to pack the appropriate clothing and footwear in your luggage that you bring to the hotel. Furthermore, please ensure to include any items or valuables you may need until arrival at your contracting organisation in the luggage that you bring to the hotel.

After shipping your luggage, you will then immediately board a designated bus to the hotel. You are expected to travel on the designated buses, and are not permitted to use alternative modes of transportations, except in some special circumstances. In addition, the arrival areas at the airport are expected to be very busy, so please make sure to move quickly. Please note that you will not have any free time to go off on your own between arriving at the airport and boarding the bus, so please make sure to follow the instructions of the travel agency representatives and make your way to the buses promptly.

1.1.4 Post-Arrival Orientation

1) Purpose

Attendance at the Post-Arrival Orientation in Japan is compulsory. In general, Post-Arrival Orientation will take place over a two-day period the day after you arrive in Japan. Even if you have previously participated on the JET Programme, you must attend the entirety of Post-Arrival Orientation.

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

Post-Arrival Orientation offers:

- 1.** An introduction to your positions and duties as a JET Programme participant, presented by representatives from the Ministry of Education, Culture, Sports, Science and Technology (MEXT), and the Council of Local Authorities for International Relations (CLAIR)
- 2.** An explanation of job skills needed to fulfil your duties, conducted by CLAIR and selected professionals
- 3.** An explanation of skills useful for daily life as a JET Programme participant living in Japan, conducted by CLAIR and selected professionals
- 4.** A meeting between participants and representatives from their host prefectures/designated cities (At this meeting, you will be able to ask questions regarding your specific work locations and responsibilities.)
- 5.** An opportunity for participants to prepare and learn about their new role as well as about Japanese workplace culture before departing to their host prefectures/designated city (There are also opportunities to network and interact with other participants.)

Accommodation will be provided at the same hotel in which the Post-Arrival Orientation takes place. CLAIR and the travel agency will determine all room assignments. In general, two to three participants will share one hotel room. You cannot change rooms and are not permitted to make private accommodation arrangements during Post-Arrival Orientation.

Breakfast and lunch will be provided throughout Post-Arrival Orientation. Additionally, a buffet-style welcome reception will be held on the evening of the first day of orientation (Monday), to help foster connections between participants.

Please note that only breakfast will be provided to accompanying family members. They will not be provided lunch and dinner, so please be aware of this in advance.

2) Lecture Materials

You can download the lecture materials from the orientation webpage. You will be provided a link to the webpage prior to the orientation. As a general rule, printed copies will not be distributed, so please ensure you bring an electronic device such as a laptop or tablet.

Additionally, power outlets will not be available for use inside the venue for safety reasons. Please fully charge your device in your hotel room beforehand, and bring a spare battery or any other power source if necessary.

3) Illness or Other Health Issues

If you are feeling unwell during the orientation and wish to rest in your hotel room, please make sure to inform a CLAIR staff member. If your symptoms are severe and you feel the need to visit a hospital, please consult with a CLAIR staff member beforehand. (If it is during the night, please speak with the hotel staff.) The content of any missed lectures will be available later on the orientation webpage.

During the orientation, many participants may feel tired from travel or anxious about their upcoming life in Japan, which can lead to heightened sensitivity. If you have concerns, we strongly encourage you to talk to your roommate(s) or fellow JET Programme participants, and not keep them to yourself. You are also welcome to reach out to CLAIR staff at any time.

4) Break Times

Break times, which also serve as the time used to move between rooms, will be provided between lectures. Please plan ahead and ensure that you are able to arrive at your next lecture with time to spare. Note that the times listed in the programme indicate the lecture starting time, not the time you must gather in the room. Make sure you are seated by the start of each lecture.

Additionally, restrooms outside the venue tend to become very crowded during breaks. We strongly recommend using the restroom in your hotel room in advance or using those on other floors.

Chapter 1: Pre-Departure

5) Attendance in Lectures

Attendance at orientation is part of your official work duties and you are required to attend all lectures, the content of which is essential for your role as a JET Programme participant. Absence due to reasons such as the lecture not pertaining to you or lack of interest in the content of the lecture will not be permitted. Please conduct yourself with the awareness and responsibility expected of a working professional. (If you need to miss a lecture due to unavoidable circumstances, please notify a CLAIR staff member in advance.)

!	If you engage in conduct deemed inappropriate for a JET Programme participant (such as returning home without authorisation, threatening or indicating bodily harm, engaging in harassment or violent behaviour, etc.) from the point you arrive in Japan until the point you leave the Post-Arrival Orientation venue for your contracting organisation, you may be immediately disqualified from the JET Programme. In such cases, you may be required to return to your home country at your own expense and reimburse the cost of your initial plane ticket to Japan, hotel accommodation fees, and all other expenses borne by your contracting organisation or CLAIR.
!	Emergency Contact In case of a family emergency during Post-Arrival Orientation, please inform relatives that they should contact the CLAIR Office (CLAIR staff will then inform the participant). TEL: +81-3-5213-1733

1.1.5 Departure for Host Prefectures/Designated Cities

You will depart for your host prefecture/designated city the day after Post-Arrival Orientation ends (typically the third day after arrival). You will travel to your host prefecture/designated city with local staff via pre-arranged transport.

Participants arriving with family members are urged to contact their contracting organisation as soon as possible (before departing for Japan) to make the necessary travel arrangements for their accompanying family.

Note: If possible, we advise you delay the arrival of family members by a few weeks, as detailed in **1.5 Bringing Non-JET Spouses or Children**.

1.1.6 Prefectural Orientation

During the Host Prefecture/Designated City Meeting at Post-Arrival Orientation, your host prefecture/designated city will inform you of the date and location of your Prefectural Orientation, a separate orientation event specific to your placement. Many prefectures hold their Prefectural Orientation immediately following the Post-Arrival Orientation after participant arrival in summer.

The purpose of a Prefectural/Designated City Orientation is to provide participants with necessary information and job skills required for living and working in their specific prefectures. Prefectural/Designated City Orientation may include the following:

1. Workshops presented by prefectural/city employees to introduce the JET Programme structure within the host prefecture/designated city, the JET Programme supervisor, and general guidelines
2. Workshops conducted by prefectural employees, teachers, and current JET Programme participants to further develop job skills introduced at Post-Arrival Orientation
3. Workshops conducted by current participants that focus on daily life applicable to the specific prefecture or designated city. Topics may include the use of local transport, shopping, etc.
4. Distribution of publications and materials relating to life and work in the host prefecture/designated city
5. Contact details of prefectural advisors (PAs) who can be contacted for advice and support in the event of an emergency (see **6.3 JET Programme Support System**).

1.2 Passports and Visas

You must bring your passport to your Pre-Departure Orientation. If you do not have a passport for the country from which you are participating on the programme, you must apply for one immediately. If you already have a passport, please be mindful of its expiry date. CLAIR recommends maintaining an expiry date of more than one year from after your arrival date to avoid having to renew your passport soon after your term of appointment begins.



Please note that if your passport expires within six months of your expected arrival in Japan, CLAIR will request through the Japanese embassy at which you interviewed that you urgently begin the procedures to renew it.

The name on your visa application form must be the exact same as that on your passport for it to be issued. Please contact the Embassy or Consulate of Japan in your home country immediately if your passport and application names differ. To apply for your visa, you need a passport for the country from which you are participating on the programme. If you hold dual citizenship with Japan, you must renounce your Japanese nationality to participate. Please follow the instructions of your local Embassy or Consulate General of Japan regarding the issuance of your visa.

The type of visa (status of residence category) issued will be one of the following:

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

You must apply for a visa yourself. Please follow the instructions of the embassy or consulate at which you were interviewed and apply for your visa as soon as possible. Participants who are married to or have a parent who is a Japanese national can participate in the JET Programme on a ‘Spouse or Child of Japanese National’ (*nihonjin no haigūshatō*) visa.

After you receive your visa, please verify that its contents are correct. After you’re allowed to enter Japan with this visa, you will receive a residence card. Once received, please verify that the status of residence and period of stay recorded on your residence card are the same as on your visa, and that your name, date of birth, gender, and nationality are correct.

Participants who have previously obtained ‘Permanent Resident’ (*eijūsha*) status are able to participate in the JET Programme with this residence status. For further information regarding visas, please contact the Embassy or Consulate of Japan in your home country.

For JET Programme Participants already residing in Japan

Participants who reside in Japan with a status of residence other than ‘Temporary Visitor’ can only join the JET Programme from within Japan if they are able to make a change of status of residence by the day prior to the start of their Post-Arrival Orientation. It is their responsibility to confirm with their local Immigration Services Agency office whether they can make a status of residence change, and if so, to complete all necessary procedures. Once a status of residence change is granted, participants must fill in their Reply Form and submit it to the Embassy or Consulate General of Japan where their interview was conducted. The change of status of residence is a lengthy process that may take over two months in some cases, so participants are encouraged to begin this process as soon as their placement is determined in order to complete the procedures by the start of their appointment.

Please be aware that participants who are staying in Japan with a ‘Temporary Visitor’ status of residence cannot make a status of residence change from within Japan (only permitted in special, unavoidable circumstances) and will need to return to their home country, carry out the procedures to obtain a proper visa from an Embassy or Consulate of Japan, and then enter Japan on their designated flight to participate on the JET Programme.


For JET Programme participants with accompanying family members

Participants who will be accompanied by and reside in Japan with their non-JET spouse/children should refer to [1.5 Bringing Non-JET Spouses or Children](#) for information on ‘Dependent’ visas.

Chapter 1: Pre-Departure

1.3 Immigration Procedures

When entering Japan, you must undergo immigration and customs inspections before you are issued a residence card. Please follow one of the procedures below for entering Japan and receiving your residence card:

Method A: Visit Japan Web	Method B: Disembarkation (ED) Card
<p>1. Registration prior to arrival is required. Using a smartphone is recommended.</p> <p>Before boarding your flight to Japan, access the Visit Japan Web website and create an account. Follow the instructions on screen to register your user information, arrival schedule, and the required information for immigration and customs. (https://www.vjw.digital.go.jp/)</p>  <p>Enter visa information as it is printed in your passport.</p> <p>For 'Purpose of Visit', select 'Other' and enter 'JET Programme' into the 'Specific Purpose for Visit' box.</p> <p>2. Depart on your designated flight.</p> <p>3. Go through immigration inspection after you arrive at the airport. Be prepared to show the QR code from Visit Japan Web when required.</p>	<p>1. Depart on your designated flight.</p> <p>2. Fill out the necessary items on the Disembarkation (ED) Card received prior to arrival.</p> <p>For the 'Purpose of Visit' column, check 'Others' and write 'JET Programme' in the parentheses.</p> <p>Some airlines may not distribute Disembarkation (ED) Cards during your flight. In this case, you must obtain and fill one out at the immigration inspection area upon arrival.</p> <p>3. Go through immigration inspections after you arrive at the airport. Please place your completed Disembarkation (ED) Card in your passport before presenting it to the immigration inspector.</p>

Residence Card Issuance

After going through either of the procedures above, you will be issued a residence card. Please always keep it on your person.

The home address section on your residence card will be left blank. It will be recorded on the back of the card when you complete your 'Moving-in Notification' at your municipal government after arrival at your contracting organisation. You must bring your residence card and complete this notification at your municipal government office within 14 days after arriving in Japan.

1.4 Packing for Japan

1.4.1 Luggage to Bring to Japan

Please think carefully when packing and limit the luggage you bring to Japan to your most important and smallest items. Any excess luggage costs charged by your airline will be your own responsibility. Be certain to attach the luggage tags provided in advance to each piece of luggage you bring to Japan.

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

Due to space limitations, you are only allowed to bring one large piece of luggage (either a suitcase or backpack) and one personal item from the airport to the Post-Arrival Orientation venue. You may also bring a laptop computer, but as with your personal item, it must be able to fit on your lap. The remainder of your luggage will be shipped from the airport to the destination specified in advance by your contracting organisation.

Shipping costs depend on the size, weight, and destination of each piece of luggage. Excessively large/heavy pieces of luggage may incur extra charges. One piece of luggage costs approximately 2,500–5,000 yen and takes 3–5 days to deliver. Keep in mind there is a possibility you may receive your luggage after you have arrived at your contracting organisation. For this reason, please pack around two days' worth of everyday essentials in the bag you will personally take to Post-Arrival Orientation.

If you would like more information about transportation from Post-Arrival Orientation to your contracting organisation, please ask your contracting organisation directly.

Notes:

- Sending luggage from the airport to your contracting organisation is not free of charge. You do not have to pay at the airport, but you will be billed by the travel agency in late September. Please make prompt payment upon receiving the bill.
- Many participants travel from Tokyo to their contracting organisation by airplane. In Japan, domestic flights usually have a 15–20 kg luggage weight limit. Even if your luggage was not overweight for your flight to Tokyo, there is a risk you may have to pay extra luggage fees for your domestic flight. Keep this in mind and try to pack as lightly as possible.

1.4.2 Money to Bring to Japan

It is recommended that you bring cash in Japanese yen as you will not have time to go to a bank to exchange money until you arrive at your contracting organisation.

You will usually receive your first month’s remuneration during your month of arrival, or, in some instances, the following month. The timing when you receive your remuneration varies depending on your contracting organisation.

!	It is strongly recommended that you bring cash for daily expenses (including meals and transportation) and housing-related expenses (including utilities, rent, deposit (<i>shikikin</i>), key money (<i>reikin</i>), and furniture/appliances). As such, please promptly confirm the amount required with your contracting organisation and prepare accordingly.
----------	---

If necessary, be sure to enrol in services provided by your bank in your home country which allow you to withdraw money overseas ahead of time. Be aware of your remaining balance, any daily or monthly withdrawal limits, and any fees to be incurred before coming to Japan. Please note that credit and debit cards may not be frequently used in rural areas.

1) Expenses Borne by COs and/or CLAIR

!	Depending on your contracting organisation, you may be asked to temporarily cover any of these expenses, so please discuss with your contracting organisation ahead of time.
!	<p>If you fail to comply with the Terms and Conditions and the schedule of the JET Programme or withdraw before the end of your appointment, you will be required to pay the above expenses. You will be responsible for the full cost of return travel to your home country, and also have to reimburse your airfare to Japan, hotel fees, and any other related costs borne by your contracting organisation or CLAIR.</p> <p>Particularly, if you are deemed to have withdrawn from the JET Programme without a valid reason after arrival in Japan, you will be asked to repay the above expenses.</p>

- Airfare from your designated international departure airport to Japan (Including any airport service and fuel charge, which may be levied at your departure airport.)
- Transportation from the airport to the Post-Arrival Orientation venue
- Your accommodation, breakfast, and lunch for Post-Arrival Orientation (dinner, room service not included)
- Transportation from the Post-Arrival Orientation venue to your contracting orientation

2) Expenses Borne by the JET Programme Participant

- Transportation costs to your designated international departure airport
- Excess luggage charges
- Shipping of luggage (from the airport to your contracting organisation)
- Meals on the day of arrival
- Evening meals during the Post-Arrival Orientation (however, a light meal buffet will be provided at the welcome reception on day one of the orientation)
- Miscellaneous charges: room service, beverages, telephone charges, etc. at the hotel
- Expenses of accompanying family members (airfare, hotel expenses and transportation)
- Expenses incurred apart from those listed above in 1)

Chapter 1: Pre-Departure

1.4.3 Information on Customs

Upon your arrival in Japan, the following categories of goods are exempt from tax. Please check these carefully beforehand.

1. Articles for personal use
2. Luggage you are bringing to Japan with you (personal effects) and luggage sent to you (unaccompanied articles) within six months of your arrival in Japan (If you have both personal effects and unaccompanied articles, the value will be added together.)



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

- It is necessary for all persons entering Japan to submit a Declaration of Personal Effects and Unaccompanied Articles declaration form.
- This form can be obtained on the airplane or at airport customs.
- Declaration forms may also be submitted electronically via ‘Visit Japan Web’ (<https://www.vjw.digital.go.jp>)
- For those with unaccompanied articles, be sure to complete a ‘Declaration of Personal Effects and Unaccompanied Articles’ form and receive an official stamp.



1.4.4 Sending Luggage

To minimise the luggage brought to Japan, please send your personal belongings (winter clothing) and bulky items (bicycles, surfboards, ski equipment, etc.) to Japan in advance or have them sent to you after you arrive in Japan. If you choose to send your luggage in advance, please confirm the destination address with your contracting organisation.

You can send luggage by airmail or surface mail, but services vary from country to country, so please enquire at your local post office.

You can also use international delivery services in many countries. Please consult a nearby international delivery service.

!	Please do not send any luggage directly to the airport as there will be no time to collect it.
----------	--

1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment

1) Allowed Limits to Bring or Ship to Japan

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

Items	Amount
Medication/ Quasi-drugs	Up to a two-month supply – However, the limit for prescription medication (including birth control pills) is up to a one-month supply. – Up to 24 items each for products such as ointments, eye drops, antiperspirant, and toothpaste containing fluoride.
Cosmetics	Up to 24 items of each product
Medical Devices	– Medical devices intended for household use (electric massagers, etc.): up to one set – Disposable medical products (sanitary items, disposable contact lenses, etc.): up to a two-month supply Note: Up to two sets of hard contact lenses

These items may not be sold or given to another person. A prescription or documentation from your physician may be necessary if you are bringing psychotropic medication, regardless of whether the amount you bring does exceed the above limits or not. Please refer to the Japanese Ministry of Health, Labour and Welfare website for specific information and procedures for bringing psychotropic medication into Japan.



URL: <https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>



Medication readily available over the counter in your home country may be illegal and prohibited from being brought into Japan. This includes certain stimulants (medicines containing Cocaine, Amphetamine (Dextroamphetamine, Methamphetamine, Levoamphetamine), etc.) and narcotics (Morphine, Oxycodone, Hydrocodone, etc.). Please check if medication you are taking is allowed in Japan and consult with your family doctor.

As a rule, syringes and medications administered by injection, excluding self-administered injections of drugs such as insulin, are not allowed.

2) Bringing Quantities over the Allowed Limit

If you intend to bring more than the allowed limit, you are required to apply for and obtain a *yunyū kakunin-shō* (a type of import confirmation certificate for individual use) ahead of time and present it at customs upon your arrival.

3) Having Quantities over the Allowed Limit Sent to You

In order to have quantities over the allowed limit sent to you, you must follow the procedures outlined below.

Please note that psychotropic medication (e.g. Methylphenidate, Diazepam, Triazolam, etc.) and narcotics cannot be sent to Japan (e.g. Ritalin, Diazepam, Triazolam, etc.).

1. Have a doctor in your home country write a prescription or a doctor in Japan prepare documentation (forms without the required amount detailed on them cannot be accepted).
2. Have the exact amount of medication written on the prescription sent from abroad.
3. Your medication will be withheld at customs. Customs will send a notification to the delivery address on the package. You must obtain a *yunyū kakunin-shō* certificate for individual use from the MHLW, Kanto-Shin'etsu Regional Bureau of Health and Welfare, and send it to customs. Once customs receive your validated *yunyū kakunin-shō* certificate, they will release the medicine. (However, you may have to pay storage charges.)

Note: Please bear in mind that there is a possibility of your application being denied. Be sure to have all your application documents in order and be prepared to make alternative arrangements (such as finding comparable medication in Japan) should you be unable to obtain a *yunyū kakunin-shō* certificate. If your application is denied, you must pay any costs related to sending the medication back to the sender; otherwise, the medication will be disposed of.

4) If your Prescription Runs Out

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

1. Take the prescription written by a doctor in your home country to a doctor in Japan and request a new prescription for an equivalent medication available in Japan. You should then be able to buy the equivalent medication in Japan.
2. Have a one-month supply sent from home each month. This does not require any special procedures.

Note: If you are having more than a one-month supply shipped to you, or require medical devices such as syringes, please refer to the previous **3) Having Quantities over the Allowed Limit Sent to You** above.

5) How to Apply for a *Yunyū Kakunin-shō* Certificate (Before Arriving in Japan)

If you need to apply for a *yunyū kakunin-shō* certificate, applications should be submitted online to the MHLW, Kanto-Shin'etsu Regional Bureau of Health and Welfare.



To ensure that you receive your certificate, please submit applications and all relevant documents to MHLW as soon as possible.

Depending on the number of applications waiting to be processed, it may not be possible to obtain your certificate in time if submitting documents later than three weeks before your departure.

Application Process

1. Complete the *yunyū kakunin-shō* certificate application forms.
2. Send application forms via online application to MHLW.
(Please follow the instructions on the MHLW website.)
<https://kouseikyoku.mhlw.go.jp/kantoshinetsu/iji/yakkanhp-kaishu-2016-3.html>
<https://impconf.mhlw.go.jp/>
3. A *yunyū kakunin-shō* certificate will be sent to you from MHLW by email.
4. Present your *yunyū kakunin-shō* certificate to customs on your arrival to Japan.

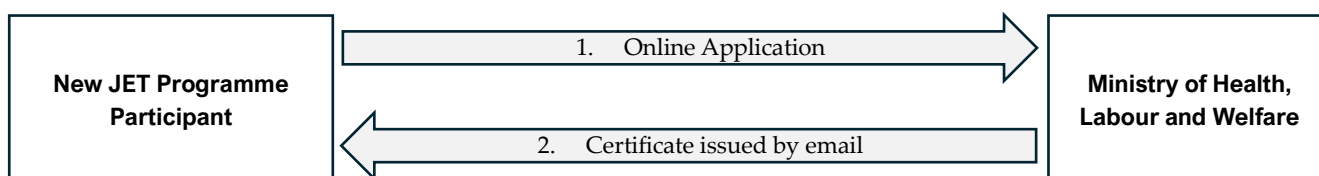


Chapter 1: Pre-Departure

Application Forms and Relevant Documents

1. Copy of a prescription signed by a doctor for each medication, or for medications with no prescription, a medical certificate indicating the necessity of the medication. (Must be dated within six months of your application. Any document not listing necessary quantities for each medication is invalid.)
2. **< If Bringing Medication into Japan >**
Document indicating your flight number. Please attach a copy of your flight ticket, flight schedule, or other documentation that the travel agency or the Embassy or Consulate of Japan will send you around a month before your departure date.
3. **< If Having Medication Sent to Japan >**
Document indicating your shipping invoice number.
 - **If by air:** a copy of your air waybill (AWB)
 - **If by sea:** a copy of your bill of lading (B/L)
 - **If by international post:** a copy of the 'Notice of Customs Procedure for Post-Item Arriving from Overseas' postcard sent to you by Customs.
4. Document proving your status as a JET Programme participant, such as an acceptance letter.

Note: If you are unable to obtain a *yunyū kakunin-shō* certificate, please bring medication within the allowed limit with you (please bring a copy of the prescription(s)) and arrange for any further medication to be sent to you after you arrive in Japan (refer to **3) Having Quantities over the Allowed Limit Sent to You**). Please note that if you bring medication over the allowed limit into Japan without a *yunyū kakunin-shō* certificate, the amount exceeding the limit will be confiscated at customs.



1.4.6 Clothing

The climate in Japan varies according to the region and the season. Generally, summers are very hot and humid, while winters are very cold (buildings can be far less insulated than in many other countries). Additionally, around June and July, there is a rainy period (*tsuyu*) when rainy and cloudy weather persists.

Nearly all types of clothing are available for purchase in Japan. However, prices may be higher than in your home country, and bigger sizes may be limited outside of large cities. In particular, it may be difficult to find larger sizes of shoes and underwear, so please bring enough with you if needed.

1) Post-Arrival Orientation Attire

① Attire on Arrival

Casual clothing is acceptable for your flight and on the day of arrival in Japan.

② Attire for the Opening Ceremony

The opening ceremony will take place on the first day of the orientation, prior to the workshop sessions. Please wear a business suit with a suit jacket for the ceremony. A necktie is not required.

Notes:

- Participation in the opening ceremony in attire other than a business suit is not allowed. This includes formal attire such as national costumes or dresses.
- During the opening ceremony, jackets must remain on at all times.

③ Attire for Workshop Sessions

For the workshop sessions, please wear attire appropriate for a professional conference (business casual; no necktie required). The venue may feel cold due to air conditioning, so we recommend bringing clothing that can be layered (such as a jacket).

Additional Notes about Business Casual Attire:

- Jackets and ties are not required.
- Polo shirts and T-shirts may be worn but must be simple in design.
- Shorts are not permitted.
- Clothing should not be too revealing or in colours or patterns that are too flashy.
- Open-back shoes such as sandals are not permitted.
- Be dressed in a socially appropriate manner that is acceptable for the workplace.

④ Attire for Welcome Reception

On the first evening of the orientation (Monday), a standing buffet-style reception will be held to encourage participant interaction. In addition to the above workshop attire, you may choose to wear traditional clothing from your home country to this event. However, please refrain from wearing inappropriate clothing such as loungewear or pyjamas.

2) Work Attire

Appearance is highly regarded in Japan. First impressions are largely shaped by how you present yourself, so it is important to dress in a manner appropriate to your profession. While dress codes vary by workplace, avoid testing the boundaries until you have an idea of what is expected or considered acceptable. Initially, men are advised to wear suits and ties, and women to wear suits.

1.4.7 What Not to Bring

1) Illegal Items

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

2) Items that Cannot be Used in Japan

- Electronic devices that do not run on 100 volts and 50 Hz (East Japan) or 60 Hz (West Japan)
- Video cassettes and DVDs that are not compliant with NTSC format (e.g. PAL format media)
- DVDs and Blu-ray discs using different region codes (Japan is region code 2 for DVDs and Region A for Blu-Rays)

3) Pets

You cannot bring pets with you to Japan as a new JET Programme participant. Animal quarantine procedures at Japanese airports and ports are very strict and can be lengthy, during which the cost of animal care can be very high. Additionally, pets cannot be brought to the Post-Arrival Orientation venue.

Furthermore, many apartment buildings in Japan prohibit keeping animals. After appointment, be sure to confirm with your contracting organisation about keeping pets.

1.4.8 Other

1) Contraceptives

- Birth control pills are available in Japan. However, as birth control is a prescription medication in Japan, it requires a gynaecological examination and prescription. If you intend to bring your own, please refer to **1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment**.
- If you have a brand of condom you prefer, you may bring your own supply. However, if you wish to bring an amount greater than 60, please refer to **1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment**.
- For more information, see **6.1.2 5) Contraception**.

2) Contact Lenses

- Contact lenses solution, soft lenses, hard lenses, and disposable lenses are available in Japan.
- Japan Customs only allows up to two months' worth of disposable lenses (60 pairs of daily lenses) to be imported at a time. If you plan on importing more than two months' worth of disposable lenses, please refer to **1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment**.

3) Vaccinations

- Vaccinations are not necessary for entry into Japan.

4) Teaching Materials

- It is recommended that you bring items related to your country or region, such as maps, coins, pictures, stamps, or videos of daily life, which may be useful when doing self-introductions and other lessons.

Chapter 1: Pre-Departure

5) Gifts (Omiyage)

- Bringing gifts for your contracting organisation, workplace, or people who assist you is a nice gesture. However, do not feel forced to bring expensive gifts. It is customary in Japan to give a box of snacks or a gift to the group/department to be shared among the members, but giving small gifts to individuals is also a viable option.

Gift ideas:

- Photo book of your country, scenic calendars, boxed or individually wrapped sweets or snacks, tie clips, badges, key chains, stickers (especially for students), etc.
- Please avoid items that will melt or quickly go bad as you may not be able to give them out immediately.
- It is also recommended to wrap or place individual gifts in small bags.

6) Other

1. Toothpaste

- Japanese toothpaste does not contain the same levels of fluoride as those sold in many foreign countries.

2. Cosmetics/Deodorant

- Your preferred products may not be available in Japan.

1.5 Bringing Non-JET Spouses or Children

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

Notes:

- The initial period immediately following arrival in Japan is extremely busy. We strongly recommend that you allow at least one to two weeks to settle in and establish a comfortable daily rhythm before your family arrives, rather than travelling together.
- Please be aware that there are few international schools outside of major cities, and childcare services are limited and may not be available in all areas. It is your responsibility to research any services or facilities your dependants may require.

1.5.1 Passport/Types of Visas

Ensure that all dependants have their own valid passports.

Dependants who have a legal relationship with and are financially dependent on you must apply for a 'Dependent' visa if they are to reside in Japan with you, regardless of whether or not they travel together with you or arrive afterwards. However, if your dependants are to reside in Japan only temporarily (90 days or less), they must apply instead for a 'Temporary Visitor' visa. You and your dependants are responsible for applying for the appropriate visa type.

Participants who have a Japanese spouse may apply for a 'Spouse or Child of a Japanese National' (*nihonjin no haigūshatō*) visa. A status of residence of 'Spouse of Japanese National' is sufficient for work as an ALT (Instructor), CIR (Engineer/Specialist in Humanities/International Services), or SEA (Skilled Labour). Please contact the Embassy or Consulate of Japan in your home country for more information.

Notes:

- Please be aware that a 'Dependent' visa can only be issued to a dependant (classified as either a spouse or child) that has a verified legal relationship to the participant as established under Japanese law. Parents and siblings, fiancé(e)s, girlfriends, and boyfriends are not eligible for this kind of visa.
- Some countries are exempt from the Temporary Visitor visa. For more information, please check with the Embassy or Consulate of Japan in the country where the dependant resides.
- Same-sex spouses and spouses of common-law marriage must undergo separate procedures for a visa to be issued. Please seek advice from your contracting organisation as soon as possible.

1.5.2 Applying for a Dependent Visa

Dependants applying for a 'Dependent' visa should follow the application procedures listed below. The procedures take time to complete, so please be sure to inform the Embassy or Consulate of Japan and your contracting organisation as soon as possible.

1. Inform your contracting organisation of your family details and intent to reside with your family as soon as possible. Many participants move into the apartments occupied by their predecessors. In some cases, these may not be large enough to accommodate a family. Please communicate with your contracting organisation to ensure that you are aware of the size of your accommodation (requesting photographs may be helpful). Remember to include information regarding your family's arrival so that any necessary travel arrangements can proceed smoothly.

Note: Contracting organisation are only responsible for their JET Programme participants. The amount of assistance offered to your family is at the discretion of your contracting organisation.

2. Inform your contracting organisation of the following information for each dependant:

- ① Dependant's name (in English alphabet letters)
- ② Sex
- ③ Date of birth
- ④ Nationality
- ⑤ Relationship to the JET Programme participant
- ⑥ Name of the Embassy or Consulate of Japan at which each dependant will submit an application

Note: ① – ④ need to be reported exactly as printed on passport.

3. Each dependant should submit a visa application to the Embassy or Consulate of Japan that your contracting organisation was informed of in 2. At the time of submission, please inform the Embassy or Consulate of Japan that the person applying is a dependant of a JET Programme participant. On the application form, the 'Purpose of Visit' should be listed as 'Dependent', and the 'Duration of Stay' should be the same as the participant's. The dependant(s) must enter Japan within three months of obtaining the visa.
4. The participant or the dependant(s) should review the necessary documents for application and submit one set per dependant to the Embassy or Consulate of Japan that was informed in 2. above.

Examples of required documents for Dependent visa applications

- Passport
- Photograph
- Application for 'Dependent' visa
- Document proving legal relationship with the JET Programme participant (e.g. marriage certificate, birth certificate)
- Copy of the participant's passport or residence card

1.5.3 Applying for Visas Other than the Dependent Visa

In the case where a visa other than the 'Dependent' visa is required, the participant and the dependant(s) must verify all required documents and carry out application procedures by themselves. Regardless of whether the dependant(s) will be financially dependent on the JET Programme participant, please consult with your contracting organisation as outlined in step 1. of the previous section.

1.5.4 Medical/Health Insurance for Dependants

Dependants can be included in your mandatory health insurance policy. Please ask your contracting organisation about policy details and required documentation to qualify as a dependant for insurance before arriving in Japan. Please note that dependants are not covered by the JET Accident Insurance Policy. For more detailed information regarding other policies, please refer to **2.6 Insurance**.

1.5.5 Child Welfare Payments (*Jidō Teate*)

Residents of Japan are eligible to apply for monthly child welfare payments. Please ask your local government office for more details.

Chapter 1: Pre-Departure

1.5.6 Post-Arrival Orientation

If you travel to Japan with your dependants, you should bear the following points in mind.

1. The Post-Arrival Orientation begins immediately after arrival, during which you will not have time to look after your family.
2. Dependants may not participate in the Post-Arrival Orientation workshops and lectures, the welcome reception, or the Host Prefecture/Designated City Meeting, and CLAIR cannot make arrangements to look after them.
3. Babysitting services at the hotel can be very expensive and may not be available.

Please be aware of the following points and procedures regarding bringing your dependants when you come to Japan. You must bear all airfare, accommodation, and domestic transportation expenses for your dependants.

1. If you wish for your dependants to accompany you when you arrive in Japan, please fill out the relevant sections on the Post-Arrival Orientation Booking Form that you will receive from the travel agency and submit it by the deadline.
2. If you require travel arrangements for your dependants to accompany you to your contracting organisation when you arrive in Japan, please notify your contracting organisation as soon as possible.

Note: It may not be possible to accommodate your situation if you do not contact the travel agency and your contracting organisation well in advance, or if you submit documentation late.

Can my spouse work on a Dependent Visa?

Dependants are not legally able to work on a 'Dependent' visa. However, after applying for and being granted a 'Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted' (*shikakugai katsudō kyōka*), your spouse may work under the conditions that their working hours do not exceed 28 work hours per week (i.e. part time) and that they do not engage in work in adult entertainment or similar industries. Individual restrictions may apply, so please enquire at your regional Immigration Services office.

?

The procedures should be completed at your regional Immigration Services office within Japan. After submitting the required documents (e.g. application form, employment contract), your dependant's application will be reviewed. It is not possible to work until the application is officially approved and permission to work is granted. Please mind that there is also a possibility permission may be denied.

Please note that permission to engage in other activities is limited to activities which do not conflict with the conditions of the 'Dependent' visa, so your spouse will need a different status of residence to work full time.

Furthermore, work may be difficult to find. You should not expect CLAIR or your contracting organisation to help your spouse find work. Due to recent high costs of living, it may be necessary to come up with additional money for living expenses, so please consider matters carefully with your spouse before coming to Japan.

Chapter 2 Appointment, Insurance, Taxes, Reappointment, and Status of Residence

2.1 Terms and Conditions (Appointment) _____	18	2.5.3 Individual Number (My Number) ID System _____	27
1) Duties _____	18	1) Individual Number Notice _____	28
2) Term of Appointment _____	18	2) Individual Number (My Number) Card _____	28
3) Remuneration and Other Financial Compensation _____	19	3) Linking Health Insurance (Mutual Aid Insurance) Information to your Individual Number (My Number) Card _____	28
4) Work Hours, Holidays, Leave, and Compulsory Leave _____	19	4) Specified Residence Card _____	28
5) Office Regulations _____	20	5) Enquiries regarding the Individual Number (My Number) ID System _____	28
6) Discipline _____	20	2.6 Insurance _____	29
7) Local Public Servants' Accident Compensation Ordinance, etc. _____	20	2.6.1 Health Insurance (Short-term Benefits) _____	29
8) Essential Reminders _____	20	1) Benefits for the Insured _____	29
2.2 Reappointment _____	21	2) Benefits for Dependants _____	31
1) Reappointment Procedures _____	21	2.6.2 Pension Insurance (Long-term Benefits) _____	32
2) Exceptional Cases (Job-type Changes and Transfers) _____	22	2.6.3 Employment Insurance _____	32
3) General Advice Regarding Reappointment _____	22	1) Enrolment Period _____	32
2.3 Information for Intermittent Arrivals _____	23	2) Premium _____	32
1) Remuneration and Taxes, etc. _____	23	3) Method of Payment _____	32
2) Pre-departure _____	23	4) Payment of Unemployment Benefits _____	33
3) Orientations and Post-Arrival Schedule _____	23	5) Exemption from Paying Employment Insurance _____	33
2.4 Status of Residence _____	24	2.6.4 JET Programme Accident Insurance Policy (Overseas Travel Insurance) _____	33
2.4.1 Status of Residence and Period of Stay _____	24	1) Period of Coverage _____	33
2.4.2 Extension of Period of Stay and Change of Status of Residence _____	24	2) JET Accident Insurance Insured's Confirmation of Agreement (Appointing Other Beneficiaries than Next of Kin) _____	33
1) Extension of Period of Stay _____	25	3) Costs that are not covered by the JET Accident Insurance Policy _____	34
2) Change of Status of Residence _____	25	4) Making Claims _____	34
3) Transferring to Another Contracting Organisation _____	25	2.7 Taxes _____	35
2.4.3 Staying in Japan after the End of your Term of Appointment _____	25	2.7.1 Tax in Japan _____	35
1) Temporary Stay (for Sightseeing, etc.) _____	25	1) Personal Income Tax _____	35
2) Finding Employment in Japan _____	26	2) Tax Exemption Forms _____	35
3) Starting a New Job _____	26	3) Municipal Residence Tax _____	35
2.5 Resident Services _____	26	2.7.2 Home Country Tax Liabilities _____	35
2.5.1 Residence Record (Jūminhyō) _____	26		
2.5.2 Residence Card (Zairyū Kādo) _____	27		

2.1 Terms and Conditions (Appointment)

!	<p>This section is based on the <i>JET Programme's Proposed Terms and Conditions</i>, a base document provided to all contracting organisations. However, the exact content of your Terms and Conditions are decided by your own contracting organisation. This means <i>your</i> Terms and Conditions may differ slightly.</p> <p>While contracting organisations appoint JET Programme participants based on the national JET Programme's Terms and Conditions, which unify aspects such as total working hours, salary, and basic duties, <u>they also incorporate employment conditions specific to that contracting organisation</u>. Therefore, Terms and Conditions for each participant may differ. It is important to consult <i>your own</i> Terms and Conditions in cases of questions or disputes.</p>
!	<p>In the context of Terms and Conditions, the term 'Supervisor' (<i>shozokuchō</i>) is defined as the head of the organisation in which the participant is posted (e.g. a principal, board of education director, or a division director for CIRs). This person is responsible for the workplace in general. They must not be mistaken with your <i>tantōsha</i>, who is your day-to-day supervisor and point of contact.</p> <p>Specific terminology may differ for participants employed by private schools. However, there is no difference in meaning or conditions (e.g. 'appointment' → 'employment').</p>

The JET Programme Terms and Conditions (hereinafter called Terms and Conditions) is the most important document that you receive from your contracting organisation. This document outlines the conditions and rules of your work with your employer (contracting organisation). They should be sent to you prior to your departure for Japan.

Your Terms and Conditions are similar in part to those of typical salaried employees, combined with conditions for fiscal year-appointed employees outlined in Article 22 (Section 1 Item 1) of the Local Public Service Law. In addition to this, other changes are included to suit the JET Programme (e.g. remuneration and return airfare).

Make sure to bring your Terms and Conditions with you to Japan. Please keep your printed Terms and Conditions safe even after arriving and request an additional copy for reference should you lose it.

Please keep the following points in mind:

1. Read your Terms and Conditions thoroughly. Unlike a regular employment contract, Terms and Conditions are designed for JET Programme participants, and some articles may specify activities beyond those of the workplace. Read your Terms and Conditions before you come to Japan. Take time to read your definitive Terms and Conditions and compare them to the copy you were previously sent before signing the 'Statement of Agreement'. Please refer back to your Terms and Conditions whenever you have a question about your work duties.
2. When you and your contracting organisation sign the Terms and Conditions, it becomes your official working contract. When relevant, it is recognised as corresponding to the 'Oath of Service' mandated of public servants by Article 31 of Local Public Service Law. The English version is based on the Japanese version.

1) Duties

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

2) Term of Appointment

In principle, your period of participation begins on the day after you arrive in Japan and usually ends one year later.

However, this excludes participants from arrival groups other than CKBP April Arrivals, Early Arrivals, Main Arrivals A, and Main Arrivals B (see **1.1 Schedule**), in which case initial term-of-appointment lengths may differ. Your term of appointment signifies the period(s) for which you are employed by your contracting organisation during your period of participation. (Please refer to 'Period of Participation and Term of Appointment' in the **8) Essential Reminders** portion at the end of this section.)

Note: Due to a 1 April 2020 revision to laws regarding the appointment of government employees in Japan, it may be necessary to undergo multiple appointment procedures (employment paperwork) during a single term of JET Programme appointment due to the timing of Japan's fiscal year (1 April to 31 March of the following year) (a two-period term of appointment). Your supervisor will inform you of this need if it exists.

3) Remuneration and Other Financial Compensation

You are guaranteed a pre-tax remuneration of approximately 4.02 million yen for your first appointment, 4.14 million yen for your second appointment, 4.26 million yen for your third appointment, and for those regarded as exceptional participants and appointed for a fourth and fifth year, 4.32 million yen for each year. JET Programme participants pay Japanese income and resident taxes from this remuneration.

From your remuneration, you must also pay for your local mutual aid association (equivalent to health insurance) premiums, employment insurance, and pension plan. All participants must be enrolled in these insurance and pension plans and are required to pay part of the costs. Usually this will be deducted before you receive your remuneration. In general, your rent, household furniture and appliance purchases, utilities, etc. are your own responsibility, but this may vary between contracting organisations.

!	You are responsible for your housing, including contracts and all related expenses (including any purchases of furniture and appliances). Circumstances may vary across contracting organisations, so please confirm explicitly with your contracting organisation in advance whether any furniture and appliances will be provided. It is your responsibility to ensure that essential items for home life are stocked.
----------	--

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

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

Your return airfare is also covered in this section. Contracting organisations will bear return airfare, including travel to the nearest international airport in Japan and travel to the same airport as you departed from to arrive on the JET Programme, if you meet all of the criteria below.

Additionally, contracting organisation also bear return airfare for those who participated from within Japan to the airport of the country in which they interviewed, if they meet the same criteria below.

Conditions for return airfare reimbursement

1. You completed your term of appointment.
2. You do not enter into a subsequent term of appointment/employment with your contracting organisation or contract with a third party in Japan within one month of completing your term of appointment.
3. You leave Japan to return to your home country no later than one month from the day following the end of your term of appointment.

Note: For more information, see [7.2 Return Airfare](#).

Note: Return airfare is only compensated when you complete your contracted period of participation on the JET Programme. If you leave part way through, your return airfare will not be compensated. Airfare compensation is provided due the expiration of your status of residence by the end of your participation on the JET Programme and your need to return to your home country.

In light of this intended purpose, a return ticket is not provided if you obtain work in Japan within one month of completing your period of participation, or if you do not leave Japan within one month of completing your period of participation. Return airfare is neither intended to be a reward for being on the JET Programme, nor to prohibit participants from coming back work in Japan in the future.

4) Work Hours, Holidays, Leave, and Compulsory Leave

Your work hours are set at 35 hours per week. ALTs and CIRs usually work Monday–Friday, while SEAs often have at least one weekend day in their weekly work schedule. You will receive compensatory leave when you have to work outside of these days on special occasions.

In addition, there are several types of paid leave:

① Annual Paid Leave

Annual leave for public servants in Japan is set by each local government. Other participants you meet working in different contracting organisations may receive more or less paid leave. Such differences are not due to differing values of their respective participants, but are almost always due to local personnel practices, economic conditions, budgetary procedures, and precedents in each area.

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

② Sick Leave

Sick leave is provided in the event of illness or injury. Policies and views of what constitutes sick leave in Japan may be different from those in your home country, so it is a good idea to discuss its use with your supervisor in advance. See **8) Essential Reminders** at the end of this section for more details.

③ Special Leave

Additional forms of special leave with specific cases for use may be outlined in your Terms and Conditions.

In addition, your Terms and Conditions will specify policies and use cases surrounding unpaid leave (additional time off in lieu of salary), as well as measures surrounding compulsory leave – cases where you may be prohibited from working including dismissal and termination.

5) Office Regulations

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

6) Discipline

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

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

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

8) Essential Reminders

- Please bring a copy of your Terms and Conditions to Japan and keep it somewhere easy to find. It forms your working agreement in Japan, and outlines specific policies unique to each prefecture, municipality, or school, etc.

① Your Employer is your Contracting Organisation

Remember that you are an employee of your contracting organisation, not CLAIR nor the JET Programme. Please be sure to review your Terms and Conditions. (You may receive more than one set of these during your period of participation.) You are asked to sign a letter of acceptance to the JET Programme before you arrive in Japan which indicates that you have read and understood the Terms and Conditions of your employment. Once you begin your period of participation, you will be asked once again to accept and sign the same Terms and Conditions.

Your period of participation on the JET Programme is one year, as is the term of appointment with contracting organisations. However, you may be offered reappointment by your contracting organisation.

If you are offered reappointment, your contracting organisation may ask you to make your decision a few months after arriving in Japan. This is due to budgetary reasons. The decision to accept or deny reappointment is entirely yours, so make your decision carefully. Reappointment is subject to the mutual agreement between you and your contracting organisation.

② Period of Participation and Term of Appointment

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

'Term of appointment' refers to the period of time you are appointed (employed) by your contracting organisation. Participants who are appointed by local government authorities may see this 'term' separated into two smaller 'periods' to align with contracting paperwork required at the start of each Japanese fiscal year, in April, as well as the new JET Programme year in July or August.

Due to changes in Japanese laws, etc., the contents of your Terms and Conditions may differ between terms of appointment, in which case you will be presented new copies. Please consult your contracting organisation supervisor for clarification.

③ Holidays

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

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

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

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

Before taking holidays, it is important to not only discuss the timing and duration of the requested leave with your supervisor, but also to obtain the permission of your contracting organisation. When it is deemed that leave would interfere with work duties, your contracting organisation may ask you to change the timing of the leave, as outlined in your Terms of Conditions.

In addition, you may carry over a fixed number of unused annual paid leave from the previous year if you are reappointed. However, annual paid leave can only be carried over once and must be used in the following year.

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

2.2 Reappointment

Note: The term 'reappointment' used in this section refers to a participant's renewal of the period of participation for an additional year.

In principle, the period of participation on the JET Programme is one year. However, if participants' work performance meets the standard required by their contracting organisation, it is possible to renew for an additional year (for Early Arrivals, the first reappointment period is for four months).

It is generally possible to renew participation for up to a total of three years (three years and four months for Early Arrivals). However, if participants' work performance, level of experience, and ability are deemed to be of an exceptionally high standard by their contracting organisation, it is possible to renew participation for up to a total of five years (five years and four months for Early Arrivals).

The term of appointment for participants placed in local government organisations is divided into two periods in accordance with Japanese law. The first period of the term of appointment is defined as the period ending on 31 March, and the second period of the term of appointment is defined as the period beginning on 1 April. Therefore, participants may be asked by their contracting organisations to fill out additional appointment procedures separate from the JET Programme reappointment procedures. However, even in such cases, a participant's period of reappointment is the sum of the first and second periods of the term of appointment.

You will receive reappointment procedure paperwork from your contracting organisation beginning in autumn. Please refer to the paperwork for detailed information and deadlines. Below is a general explanation.

1) Reappointment Procedures

You will receive reappointment paperwork from your contracting organisation. Read these papers carefully and speak with your contracting organisation supervisor if you have questions or concerns about reappointment.

1. If your contracting organisation wishes to reappoint you, it will give you a form indicating so. You can then indicate your desire to accept or decline reappointment by signing the appropriate section of the form. Your contracting organisation will keep the original, and you can keep a copy for your records.
2. If your contracting organisation does not wish to reappoint you, it will give you a form indicating so. Please sign this form and keep the original for your records. Your contracting organisation will keep a copy.

Once you decide your intent to accept or decline reappointment, that decision cannot subsequently be withdrawn. Please carefully consider your decision before signing anything.

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

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

2) Exceptional Cases (Job-type Changes and Transfers)

Opportunities for job-type changes and transfers to a different contracting organisation are rare and only possible in exceptional cases. If you are interested in a job-type change or a transfer, please consult with your current contracting organisation as early as possible, otherwise your request might not be addressed. You can find detailed information about job-type changes and transfers in the reappointment documentation that is sent out once a year.

Note: If you undergo a job-type change or a transfer, you will be required to submit either a notification or an application as outlined in **2.4 Status of Residence** to the local Immigration Services office.

① Job-type Changes

Job-type changes are only granted when deemed necessary by your contracting organisation and are conducted under the authority of the contracting organisation and the host prefecture/designated city. Job-type changes (ALT to CIR/CIR to ALT) are permitted only within the same host prefecture/designated city. Job-type changes either to or from an SEA position are not possible.

② Transfers within the Current Host Prefecture

Transfers within host prefectures/designated cities are only granted when deemed necessary, under the jurisdiction and at the discretion of the relevant host prefecture/designated city.

③ Transfers to a Different Host Prefecture/Designated City

Transfers to a different host prefecture/designated city are only granted if you meet specific criteria (e.g. marriage, caregiving, health reasons, etc.) and require submission of supporting documentation. For more specific information, please consult with your supervisor and review the reappointment procedure paperwork when you receive it.

Transfer requests are only successful if the new contracting organisation agrees to accept you.

It is possible that a transfer request may still be unsuccessful despite meeting the criteria to apply for a transfer. In such situations, you should consider whether to complete your term of appointment with your current contracting organisation and finish your tenure on the JET Programme, to request a transfer to a different contracting organisation within your host prefecture, or to request to be reappointed by your current contracting organisation. If both you and your current contracting organisation agree, you may be reappointed for an additional one-year period. Please discuss these matters, including the possibility of an unsuccessful transfer request, with your contracting organisation supervisor in advance when making a request for a transfer.

3) General Advice Regarding Reappointment

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

While in a foreign country, a person can experience many changes and mood swings. Avoid making your decision overnight. Please talk with friends, your supervisor, and your family. Think things through carefully and feel confident in your decision before informing your contracting organisation.

Be aware that resigning from the Programme mid-term after your reappointment started will place a huge burden on your contracting organisation. Finding a replacement will be difficult and will have a great effect on your contracting organisation and workplace.

If you accept reappointment and then resign from the Programme mid-term, you will be responsible for paying for travel arrangements to return to your country.

Avoid making a decision to accept reappointment without a strong reason. Being in Japan gives you many opportunities, so if you are thinking about staying in Japan, stay for a reason and make the most of those opportunities.

Possible things to consider when making your decision

- What are your long-term goals?
(Where do you see yourself in 3/5/10 years? Are you considering further education or a career change?)
- What expectations did you have when you started the JET Programme? How have they changed?
- What would you wish to accomplish in the next year of your appointment?
- How satisfied are you with your current lifestyle, position, and work?
- Do you feel that you are making a contribution that has a positive effect on others?
- What skills have you built on the JET Programme? What skills or certifications do you want to acquire next?
- What would you gain or lose by accepting reappointment? By completing your term?
- How does the idea of reappointment make you feel?
(e.g. excited, discouraged, purposeful, lost, etc.)
- How does the idea of returning home or moving on from the JET Programme make you feel?

Note: As a JET Programme participant, you are expected to promote intercultural understanding within your contracting organisations and the community. If your only reasons for reappointment are ‘I’ll save money next year’ or ‘I’ll learn Japanese next year’, you might want to think about it more carefully. Reappointment does not necessarily bring about a drastic change in your life, and it can be difficult to change your habits dramatically in your second or third year. When considering reappointment, it is important to think about your future and set concrete goals and plans.

2.3 Information for Intermittent Arrivals

The following information refers to JET Programme participants who fall under cases ②, ⑤, or ⑦ in **1.1 Schedule**. For these ‘intermittent arrivals’, the first period of participation is typically shorter than one year (refer to **1.1 Schedule**).

The following information is about the main differences between intermittent arrivals and other participants.

1) Remuneration and Taxes, etc.

① Annual Remuneration

The amount of annual remuneration for the first period of participation on the JET Programme is approximately 4.02 million yen; however, in the case in which your first period of participation is shorter than one year, remuneration will be less than that stated above. Please be aware that in some cases, the timing of when remuneration amounts change for intermittent arrivals may differ from that of typical participants. Please confirm the details with your supervisor.

② Pension: Lump-sum Withdrawal Payment

The amount of pension refund you can claim depends on your total time spent on the JET Programme and might therefore differ from that of other participants (see **7.3 Pension Refund**).

③ Home Country Taxes

Tax liability in your home country may differ depending on your period of participation and resulting tax resident status. It is important for you to confirm your tax liability with the tax office in your home country before you come to Japan.

2) Pre-departure

This process is the same as stated in **1.1.1 Before Departure**.

3) Orientations and Post-Arrival Schedule

① Pre-departure Orientation

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

② Post-arrival Schedule

Travel agency staff will meet you at the airport, so please follow their instructions.

You will stay at a designated hotel. Please be aware that you are not able to change rooms or hotels, nor will you be permitted to make private accommodation arrangements.

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

The morning after arriving in Japan, you will be taken to CLAIR in vehicles provided by the travel agency. You will attend the Post-Arrival Orientation at CLAIR offices in the morning and will depart for your contracting organisations in the afternoon. On the day of the orientation, the travel agency will provide instructions for travel from Tokyo to the contracting organisations. You must follow these instructions.

Note: Early Arrival (Intermittent) participants will take part in the two-day Post-Arrival Orientation hosted in April (see **1.1.4 Post-Arrival Orientation**).

③ Post-Arrival Orientation for Intermittent Arrivals

The 'Post-Arrival Orientation for Intermittent Arrivals' is hosted by CLAIR and takes place the morning of the day after arrival in Japan. Attendance at the Post-Arrival Orientation is mandatory. You must attend the entire orientation even if you have participated on the JET Programme before. The purpose of the Post-Arrival Orientation is to provide a basic introduction to life and work while on the JET Programme.

The Post-Arrival Orientation for intermittent arrivals includes the following

- An overview of essential information related to the JET Programme and preparing for natural disasters
- Japanese law
- An explanation of important and necessary knowledge to help participants perform their work duties

You may be required to study certain materials before departure for Japan, such as handouts and videos from past Post-Arrival Orientations, to better equip yourself for life and work in Japan.

2.4 Status of Residence

2.4.1 Status of Residence and Period of Stay

In order to enter Japan, you must receive a visa from the Embassy or Consulate of Japan which handles your application. Upon entering Japan, both the status of residence and period of stay are recorded in your passport as part of your landing permit. If you want to stay in Japan even one day longer than your period of stay allows, you must apply for an extension in advance (starting from three months prior to the current expiration date).

Your status of residence (*zairyū shikaku*) determines the activities and work you are permitted to engage in upon entering and residing in Japan. Your period of stay (*zairyū kikan*) is the duration of time you are permitted to stay in the country.

!	Status of Residence for JET Programme Participants <ul style="list-style-type: none">- ALT: Instructor (<i>kyōiku</i>)- CIR: Engineer/Specialist in Humanities/International Services (<i>gijutsu/jinbun chishiki/kokusai gyōmu</i>)- SEA: Skilled Labour (<i>ginō</i>)
----------	--

Please note that participants who are married to or who are a child of a Japanese national are able to select 'Spouse or Child of Japanese National' (*nihonjin no haigūshatō*) as their status of residence. Similarly, participants who have previously obtained 'Permanent Resident' (*eijūsha*) status are able to participate in the JET Programme with this residence status.

2.4.2 Extension of Period of Stay and Change of Status of Residence

!	Application forms can be found on the Immigration Services Agency website and at your local Immigration Services office.
----------	--

If you want to stay in Japan after the period of stay listed on your landing permit expires, you must apply for an extension. Once you arrive in Japan, please take note of the expiration date of your current period of stay listed on your residence card. If you do not renew your period of stay by the date of expiration, you may be required to return to your home country immediately. In some cases, JET Programme participants have had to return home before completing their scheduled term of appointment.

Additionally, you must apply for a change of status of residence when changing job types from ALT to CIR or CIR to ALT. If you wish to change your status of residence and extend your period of stay at the same time, applying to change your status of residence will also extend your period of stay.

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

You can submit your application online or in person at your local Immigration Services office. You may have to visit the Immigration Services office multiple times to submit the application forms and receive the results (i.e. new residence card) of your extension or change of status. It is at the discretion of your contracting organisation as to whether you will be granted time off work for these procedures.

Note: JET Programme participants are responsible for transportation costs to and from their local Immigration Services office, as well as any and all application fees incurred.

For more details, please consult your local Immigration Services office.
(c.f. **8.5 Immigration Bureaus / Information Centres**)

1) Extension of Period of Stay

Applications to extend the period of stay can be made starting from three months prior to the current expiration date.

Required documents:

For ALTs:

1. Application for Extension of the Period of Stay (*zairyū kikan kōshin kyōka shinseisho*)
2. Photograph
3. Passport
4. Residence Card

For CIRs and SEAs:

- Items 1–4 listed above.
- 5. Certificate proving employment at a local public organisation

Immigration Services Agency Website (Application for Extension of Period of Stay)

- <https://www.moj.go.jp/isa/applications/procedures/16-3.html?hl=en>



2) Change of Status of Residence

Applications to change your status of residence must be made prior to changing job types.

Required documents:

- Items 1–4 (ALTs) or 1–5 (CIRs and SEAs) listed above.
- Application for Change of Status of Residence (*zairyū shikaku henkō kyōka shinseisho*)

Note: These are the main required documents as listed on the Immigration Services Agency website. However, please enquire with your local Immigration Services office as to whether or not the submission of additional documents is required.

Immigration Services Agency Website (Application for Change of Status of Residence)

- <https://www.moj.go.jp/isa/applications/procedures/16-2.html?hl=en>



3) Transferring to Another Contracting Organisation

If you leave your contracting organisation or move to another one, you must submit a notice to your local Immigration Services office, even if you do not need to change your status of residence or period of stay. In addition, we advise you apply for a Certificate of Authorised Employment (*shūrō shikaku shōmeisho*) at your local Immigration Services office, which proves that your status of residence at your new contracting organisation is valid.

2.4.3 Staying in Japan after the End of your Term of Appointment

1) Temporary Stay (for Sightseeing, etc.)

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

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

Necessary Documentation to Change your Status of Residence to 'Temporary Visitor'

1. Application for Change of Status of Residence (*zairyū shikaku henkō kyōka shinseisho*), available on the Immigration Services Agency website or at the regional Immigration Services office with jurisdiction over the area in which you currently reside
2. Passport
3. Residence Card
4. A written explanation of your reason(s) for requesting a Temporary Visitor status (including any documents related to your itinerary or places you plan to visit)
5. Documentation from your contracting organisation that shows the last day of your appointment and the scheduled date of departure from Japan
6. Other: A copy of the airline ticket for departure from Japan or a copy of confirmed reservation on a flight departing from Japan. You may also be asked to produce documents that prove you have sufficient funds for travel and living in Japan until the day of your departure.



Please note that in principle, you cannot transfer to another visa type from the 'Temporary Visitor' status while within Japan. As such, it is not recommended to switch to this type of visa if you plan to continue your post-JET Programme job search in Japan. If you are nearing the end of your period of stay and wish to stay in Japan to continue to search for work, please see the following section.

2) Finding Employment in Japan

Ordinarily, the 'Temporary Visitor' visa cannot be used to search for employment in Japan. However, a special exception is made for participants with the expectation that they will continue to contribute to Japanese society even after their time on the JET Programme concludes. This exception allows participants to utilise a similar framework available to foreign residents graduating from Japanese universities.

If you wish to conduct job searching in Japan after finishing your time on the JET Programme, please consult your local Immigration Services office. By presenting proof of your status as a JET Programme participant through submitting a certificate of employment prepared by your contracting organisation, you may be eligible for an exception of up to 180 days at the discretion of the Immigration Services Agency. For details, please consult with your local Immigration Services office. Japanese documentation regarding this exception is available in the 'Notices' (*tsūchi*) section of the *Contracting Organisation Manual* provided to all COs. Please ask your supervisor if you need assistance with discussing the exception with your local Immigration Services office.

3) Starting a New Job

If you stay in Japan and start a new job, you must confirm your visa status with your new employer and local Immigration Services office prior to the end of your period of stay. Applications for visa extensions may be submitted up to three months before your current visa expires. If you wish to remain in Japan after completion of the JET Programme, we urge you to begin this process as soon as possible.

2.5 Resident Services

2.5.1 Residence Record (*Jūminhyō*)

All residents, including foreign residents, have a Residence Record (*jūminhyō*), which is part of a registry of residential addresses managed by municipalities. They compile this information and use it for residence verification, tax, insurance, and census purposes. Without a Residence Record, various welfare services would not be available, and there are fines for failure to follow the issuing procedures without a valid reason.

You are required to submit a Moving-in Notification (*ten'nyū todoke*) to your municipality office within 14 days of arriving in Japan to have your Residence Record (*jūminhyō*) issued. You need a Residence Card or passport for this procedure. Details vary by municipality, please check with your municipality.

If you move to a different municipality during your time in Japan, you must first submit a Moving-out Notification (*tenshutsu todoke*) to your previous municipality, and then submit a Moving-in Notification (*ten'nyū todoke*) to your new municipality. If you move to another country, you must also submit a Moving-out Notification (*tenshutsu todoke*).

Additionally, if you live with your spouse, etc. you must submit legal documents (originals and a Japanese translation (see note below)) to your municipality office proving your relationship with your dependants. Please prepare these documents prior to your arrival in Japan.

Note: Individuals with dependants must confirm with their local municipality whether an official translation of legal documents is required.

Ministry of Internal Affairs and Communication Website

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



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

- **Telephone:** 050-1720-084
- **Hours of Operation:** 08:30–17:30 (*Excluding weekends and holidays.*)
- **Languages:** Japanese, English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Thai, Indonesian, Tagalog, Nepali

2.5.2 Residence Card (*Zairyū Kādo*)

Upon arriving in Japan, you will be issued a residence card (*zairyū kādo*) at the airport. After that, you are required to bring your residence card to your municipality within 14 days of moving in and report your place of residence. After reporting your place of residence, your address will be listed on your residence card. This procedure can be done together with the creation of a residence record, as described in the previous section.

By law, you are required to carry your residence card with you at all times and failure to carry it with you can result in a fine. In the event of loss, please immediately report it to the police and apply for reissuance at your local Immigration Services office. Information including your photograph, name, date of birth, gender, nationality, address, residence card number, status of residence, period of stay, expiration date of residence card, etc. is recorded on your residence card. This information is also encoded onto an IC chip embedded in the card. Once you receive your residence card, please verify that the status of residence and period of stay recorded on it are the same as on your visa, and that your name, date of birth, gender, and nationality are correct.

Any changes to your name, nationality, or other information recorded on your residence card, as well as any change of contracting organisation, must be notified to your local Immigration Services office within 14 days. However, any changes to your address made via Moving-in Notification (*ten'nyūtodoke*) at your municipality are automatically transferred to the local Immigration Services office.

Immigration Services Agency Website:

- <https://www.moj.go.jp/isa/index.html> (Japanese; translation options available)



2.5.3 Individual Number (My Number) ID System

Starting in January 2016, Japan introduced the Individual Number (My Number) ID system. The My Number system uses a unique 12-digit ID number that is assigned to all residents living in Japan with a Residence Record. Foreign residents with a Residence Record will also receive an Individual Number. This number is used by national and municipal governments to efficiently manage information such as social security, tax, and disaster countermeasures. When completing social security and tax documents for your municipality, you may be asked to include your Individual Number.

You are required to submit a Moving-in Notification (*ten'nyūtodoke*) to your municipality within 14 days of arriving in Japan. After submission of your Moving-in Notification, your municipality will send you an Individual Number Notice with your Individual Number on it, which will be delivered by mail to address you registered on your Residence Record by the designated period (two to four weeks). Moreover, in the same envelope, you will receive an application form for an Individual Number Card and instructions on how to apply. Once you have completed the application form and submitted it with a photo, your municipality will issue your 'My Number Card'. In principle, your Individual Number will remain unchanged, even if you leave Japan. Please keep both your Individual Number Notice and Card safe.

As of December 2024, the Individual Number (My Number) Card has become the main form of printed health insurance. After March 2026, you will not be able to use pre-existing health insurance cards and may only use an Individual Number Card registered for health insurance or a health insurance confirmation slip issued by your local government. As such, you are highly encouraged to apply for an Individual Number Card shortly after arriving in Japan and to link it to your health insurance. Doing so will allow your card to be used as proof of insurance at hospitals and clinics nationwide. Please see below for details about obtaining and using an Individual Number Card.

In addition, starting in June 2026, you will be able to claim a 'Specified Residence Card' (*tokutei zairyū-kādo*). This residence card combines the functions of your Residence Card, Individual Number Card, and Proof of Insurance into one single card. Learn more about how to obtain it in section **4) Specified Residence Card**.

My Number services are accessible through the following online portal

- <https://myna.go.jp/>



Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

1) Individual Number Notice

The Individual Number Notice is a document which will have your name, address, date of birth, sex, and Individual Number printed on it. After submitting your Moving-in Notification, you will receive the Individual Number Notice from your municipality by registered mail within the designated period (two to four weeks). Please note that the Individual Number Notice cannot be used as proof of your Individual Number or as a document for personal identification. If you need to show evidence of your Individual Number, you will need to provide either your My Number Card, a copy of your Residence Record, or a Certificate of Items Stated in Residence Record.

2) Individual Number (My Number) Card

Your Individual Number (My Number) Card will have your name, address, date of birth, sex, Individual Number, and photo printed on it. When you receive your Individual Number Notice, an application form and instructions for applying to the My Number Card will be enclosed in the envelope. Once you have completed the application form and submitted it with a photo, you will receive your My Number Card from your municipality. We recommend you apply because your My Number Card, in addition to being able to use as proof of your Individual Number and ID, can also be used for services offered by your municipality, such as various electronic applications and public library services.

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

3) Linking Health Insurance (Mutual Aid Insurance) Information to your Individual Number (My Number) Card

You can link your mutual aid/health insurance information to your My Number Card via the following methods:

- By using it for the first time at a clinic or hospital reception; you will be prompted to register your health insurance policy to your My Number Card
- Pre-emptively via the online Mynportal (apps also available for iPhone and Android)
Mynportal (English support available): <https://myna.go.jp/>
- Via 7-Eleven ATMs, by selecting 'Other Services' followed by 'Use My Number Card as Insurance Card' from the main menu (English captions provided by default)



More information about registering via 7-Eleven ATMs (including photo and video instructions)

- <https://www.sevenbank.co.jp/personal/atm/mynumbercard.html> (Japanese only)



In no case do you need paperwork related to national health insurance or mutual aid health insurance in order to complete registration via these methods.

4) Specified Residence Card

You may apply for a Specified Residence Card at your local government or your regional Immigration Services Bureau.

More information available on the following Immigration Services Agency's webpage:

- https://www.moj.go.jp/isa/11_00051.html



5) Enquiries regarding the Individual Number (My Number) ID System

More information on the Individual Number (My Number) ID System is available with English support via the following Japan Agency for Local Authority Information Systems page:

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



Multilingual Support (Toll-free)

About the Individual Number (My Number) ID System:

- [0120-0178-26](tel:0120-0178-26)
- English, Chinese, Korean, Spanish, Portuguese, Vietnamese, Thai, Indonesian, Tagalog, Nepalese support.
- **Weekdays:** 09:30–20:00 **Saturdays, Sundays, and holidays:** 09:30–17:30 (Excluding New Year's holidays)

About the Individual Number Notice and Individual Number (My Number) Card, including emergency suspension of your My Number Card due to loss or theft of physical card or smartphone with embedded card data:

- [0120-0178-27](tel:0120-0178-27)
- **24/7 support:** English, Chinese, Korean, Spanish, Portuguese
(calls placed between 20:00 and 08:30 are for emergency suspension of your My Number Card due to loss or theft)
- **09:00-18:00:** Thai, Nepalese, Indonesian, Vietnamese, Tagalog

General Enquiries (Japanese)

- [0120-95-0178](tel:0120-95-0178) or
 - [[050-3818-1250](tel:050-3818-1250) or [0570-064-738](tel:0570-064-738)]
- If you are unable to call any of the 0120 numbers above, please call one of the numbers in [brackets] (charges apply).*

2.6 Insurance

!	<p>CLAIR does not bear any responsibility regarding the accuracy of the information below.</p> <p>CLAIR accepts no responsibility for any financial loss incurred or any legal action taken against anyone as a result of information contained in or omitted from this article. For the most up-to-date details on your coverage, please enquire with your contracting organisation.</p>
----------	--

Note: Please substitute 'insured' etc. with 'mutual aid member' etc. according to your own insurance coverage.

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

1. One of the following (equivalent to health insurance, short-term benefits):
 - Mutual Aid Association of Prefectural Government Personnel
 - Mutual Aid Association of Public School Teachers
 - Private School Mutual Aid
2. Employees' Pension Insurance or Private School Mutual Aid (long-term benefits*)
3. JET Accident Insurance
4. Employment Insurance

Note: *Participants working at private schools will be covered by Private School Mutual Aid.

All participants must enrol in social insurance as required by the Japanese government. All part-time employees working for public organisations, regardless of nationality, are required by law to be insured under both a mutual aid association (*kyōsai kumiai*, equivalent to health insurance) and Employees' Pension Insurance (*kōsei nenkin hoken*) policies (Private School Mutual Aid for participants working at private schools). Enrolment costs may vary depending on the prefecture or system; however, the insured pays half of the combined premium, and the contracting organisation pays the remaining half.

Note: The insurance policies referenced in this section do NOT cover personal belongings, even in the event of a natural disaster.

2.6.1 Health Insurance (Short-term Benefits)

As of December 2024, the Individual Number (My Number) government ID cards have replaced health insurance cards as the primary method of health insurance identification. You are highly encouraged to obtain a My Number Card after arriving and record health insurance information on it. For more information on obtaining and using a My Number Card, see **2.5.3 Individual Number (My Number) ID System**.

The following information regarding coverage has been collated from the Mutual Aid Association of Prefectural Government Personnel websites and other resources. Benefits may vary by mutual aid association, so please enquire with your contracting organisation for the most up-to-date details. Please note that the following information was sourced February 2026, and exact details may have changed.

1) Benefits for the Insured

① Medical Care Benefits

70% of medical expenses are covered for illness and injuries. The insured is responsible for the remaining 30%. In the event of injury or sickness due to non-occupational causes, the insured is entitled to medical services with presentation of their health insurance card at any insurance medical care facility or institution.

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

Examples of treatment covered include:

- Medical examinations
- Payment for medicine or medical care supplies
- Medical treatment, surgery, and other forms of medical attention
- In-home medical care, including supervisory costs, assistant care, and other nursing-related costs
- Admission to a hospital or clinic, assistant care, and other nursing-related costs

Examples of treatment not covered include:

- Vaccinations
- Unnecessary health check-ups
- Cosmetic surgery
- Unnecessary dental implants, orthodontic treatment, teeth whitening
- Exams and check-ups for pregnancies without complications
- Induced abortion for financial reasons
- Highly advanced medical treatments still in testing phases (However, it may be possible to receive coverage for these treatments by bearing the difference in cost compared to covered alternatives.)

Occupational sickness and injury are covered under the Industrial Accident Compensation Insurance System (*rōdōsha saigai hoshō hoken* or *rōsai*, for short), or insurance coverage in accordance with the ordinances of the contracting organisation.

② Benefits for High-cost Medical Care

When the insured's share of the partial cost-sharing paid to a single medical care facility within the same month exceeds $80,100 \text{ yen} + (\text{total medical expenses} - 267,000 \text{ yen}) \times 1\%$, the amount in excess is eligible for reimbursement. (see notes under **2.6.1 2)Benefits for Dependants.**)

In addition, if the amount paid in partial cost-sharing for a single visit exceeds 25,000 yen after application of Benefits for High-Cost Medical Care, the amount in excess of 25,000 yen may be reimbursed.

③ Reimbursement of Medical Care Costs

If, for unavoidable reasons, the insured visits a medical institution without presenting a health insurance card, etc., the insured pays the full amount of the medical expenses and may then submit a claim for reimbursement, reimbursed up to the amount deemed necessary by the mutual aid association. Keep in mind that that the amount reimbursed may be lower than the amount paid. The required claim form and documents can differ based on the type of treatment received, so please contact your local mutual aid branch for detailed instructions.

④ Home Visit Nursing Care Expenses

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

⑤ Meal Service Benefits During Hospitalisation

The insured is reimbursed these expenses minus the insured's share of partial cost sharing (i.e. 490 yen per meal for general inpatients, and 230 yen for families exempted from municipal tax).

⑥ Benefits for Childbirth

When the insured gives birth, a maternity supplement of 550,000 yen per child may be claimed (in some cases the amount is 538,000 yen).

Note: For pregnancies lasting more than 85 days, benefits shall also be paid in cases of stillbirths, miscarriages, and induced abortions performed based on needs outlined in the Maternal Health Act.

⑦ Maternity Allowance

When the insured is unable to receive remuneration from the employer prior to and after giving birth, the insured can claim the amount equivalent to two-thirds of the daily standard remuneration for each day of leave. If the insured receive remuneration from the employer in whole or in part, or receives the injury and sickness allowance, the maternity allowance is adjusted accordingly. The duration of benefits is 42 days before delivery and 56 days after delivery, provided the insured neither works nor receives wages during this period.

⑧ Childcare Leave Allowance

When the insured utilises childcare leave to take time away from work, for the duration of leave, or until the child reaches one year of age, the insured is entitled to an allowance equivalent to two-thirds of the daily standard remuneration for the first 180 days, and half of the daily standard remuneration for all remaining days.

⑨ Sickness and Injury Allowance

When the insured is unable to work for more than three consecutive days due to sickness or injury, the amount equivalent to two-thirds of the daily standard remuneration is paid as an allowance for sickness or injury during the period in which the insured is unable to work, commencing on the fourth day that duties are not performed. This allowance is not paid while the insured is receiving full or partial wages from the employer. Similarly, this allowance is stopped or partially reduced when the insured is entitled to a maternity allowance or disability pension under the Employee's Pension Insurance System.

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

⑩ Burial Expenses

If the insured passes away for reasons unrelated to work duties, 50,000 yen is provided to the insured's dependants for burial expenses. In the event of the passing of the insured with no dependants to bury the insured, the costs of the burial are reimbursed to the person who actually carried out the burial, up to 50,000 yen.

In the case where a dependant passes away, the insured will be provided with 50,000 yen as family burial expenses. Burial expenses refer to expenses related to hearse rental, casket transportation, flowers/offering, cremation, and honoraria for funeral officiants.

2) Benefits for Dependants

Dependants (dependent family members) refers to lineal ascendants, a spouse (including in common-law marriage (see second note)), children, grandchildren, and any relatives of the insured to the third degree living in the same household and primarily supported by the insured. The dependants can only be covered under the mutual aid membership if they have a yearly income of less than 1,300,000 yen.

Please make sure that your dependants are registered under your mutual aid membership by enquiring with your contracting organisation or local mutual aid office. To register a dependant, you must notify your mutual aid association and receive confirmation of registration. Specifically, you must submit a 'Declaration of Dependents' form with the documents required for certification to your mutual aid association (branch) via your supervisor. It is best to submit this declaration within 30 days of joining your mutual aid association or any new dependant entering into your care. Dependants declared within 30 days of joining a mutual aid association or their entering a status as a dependant may be eligible for back coverage for previous medical treatments within the 30-day window, whereas any dependants declared more than 30 days after joining a mutual aid association or the dependant entering into your care will only be recognised as a dependant following the declaration date.

① Medical Care Benefits for Dependants

Dependants are granted the same medical care benefits as the insured. (However, if the dependant has not yet entered primary school or is aged 70-74, 80% of the medical costs will be covered, with the remaining 20% to be paid out-of-pocket.)

② Childbirth and Nursing Expenses for Spouses

Dependants are granted the same benefits as the insured.

Chapter 2: Appointment, Insurance, Taxes, Reappointment, and Status of Residence

③ Burial Expenses for Dependants

If the dependant passes away, 50,000 yen is paid to the insured.

Note: If high-cost medical care benefits are received within the same household four times within a 12-month period, the limit for cost sharing for the fourth benefit payment and onward is 44,000 yen. When the share of partial cost sharing paid by two or more members of one household (registered as mutual aid members or dependants) within one month collectively exceeds 80,100 yen + (total medical expenses – 267,000 yen) × 1%, even if neither person individually qualifies for Benefits for High-cost Medical Care, the amount in excess is reimbursed as High-cost Medical Care Benefits. Furthermore, when the amount of partial cost sharing remaining after receiving High-cost Medical Care Benefits exceeds 50,000 yen, the amount in excess is reimbursed.

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

For more information, please contact your local mutual aid association office (*kyōsai kumiai shibu*) or consult your contracting organisation.

2.6.2 Pension Insurance (Long-term Benefits)

As stated previously, enrolment in the Employee's Pension Insurance System is compulsory for all workers in Japan. The Pension Insurance System will provide for you and your family in the event that you are seriously injured or pass away during the period you are making payments into the policy. If you leave Japan after the JET Programme, you are entitled to apply for a Lump-Sum Withdrawal Payment, or a partial refund of the money you paid into the pension insurance, within two years of giving up your Japanese address. Please note that the Lump-Sum Withdrawal Payment application process varies slightly between participants employed at public institutions as opposed to private ones. For more details, see **7.3 Pension Refund**.

Depending on the country of citizenship, it may also be possible to totalise Pension Insurance System payments arranged through either Employee's Pension Insurance or Private School Mutual Aid.

2.6.3 Employment Insurance

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

1) Enrolment Period

The enrolment period is the same as the period of employment. For CKBP April Arrivals and Early Arrivals, payment will commence in April and for Main Arrivals, payment will begin in summer.

2) Premium

The insured is responsible for paying 5.5/1,000 of gross annual remuneration. In addition to this, the employer is responsible for paying an amount equal to 9/1,000 of the insured's gross annual income. The insured's annual contribution depends on gross annual income, but is estimated to be between 22,000 and 24,000 yen per year.

Note: The above information is based on the previous fiscal year and may be subject to change this fiscal year.

3) Method of Payment

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

4) Payment of Unemployment Benefits

If you continue to live in Japan after completion of the JET Programme, fulfil all of the requirements below, and are deemed eligible for unemployment benefits by the Head of the Public Employment Security Office, you may be entitled to receiving unemployment payments:

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

For more details about the receipt of unemployment benefits, please contact the Public Employment Security Office.

Note: An equivalent system is offered through Private School Mutual Aid.


5) Exemption from Paying Employment Insurance

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

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

Note: The employment relationship formed between JET Programme participants and their contracting organisation does not come under categories 1 and 3 above.

2.6.4 JET Programme Accident Insurance Policy (Overseas Travel Insurance)

!	For detailed information, refer to the JET Programme Accident Insurance Policy Guide on the JET Programme website. URL: https://jetprogramme.org/en/current/support/insurance-taxes/	
----------	--	--

In principle, the JET Programme Accident insurance covers the portion of medical treatment not covered by Mutual Aid Insurance (local health insurance), minus a 5,000 JPY deductible. As such, it can be used to cover the out-of-pocket portions of medical care in Japan incurring over 5,000 JPY of deductible, within the limits of the policy. It also serves as insurance for treatment and accidents overseas (when visiting your home country or another country). Claims can also be made in the event that the insured passes away or sustains residual disability.

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

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

1) Period of Coverage

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

- When you return to your home in your home country, at the end of your term of appointment.
- On 30 April of the following year for CKBP April Arrivals and Early Arrivals, or 31 August of the following year for Main Arrivals.

For reappointed participants, coverage will begin either from 1 May (April reappointments) or 1 September (July/August reappointments) and will continue until the same dates outlined for new arrivals, above.

2) JET Accident Insurance Insured's Confirmation of Agreement (Appointing Other Beneficiaries than Next of Kin)

In principle, submission of the JET Accident Insurance Insured's Confirmation of Agreement form is not required. Submissions are accepted as a response to unavoidable circumstances such as lack of relatives in the insured's home country, necessitating designation of a beneficiary for the death benefit other than the legal heir, etc.

If you wish to submit this form, please download it from the following page on the JET Programme website, complete it prior to arrival, and submit it as instructed by your local Embassy of Japan in your departure country.

JET Accident Insurance Form



– <https://jetprogramme.org/en/current/support/insurance-taxes/>

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

- Loss or damage to personal belongings and household effects
- Treatment of family members' illnesses or injuries
- Treatment for illnesses or injuries which existed prior to arrival in Japan (including asthma and diabetes)
- Treatment received overseas for an illness or injury sustained in Japan (excluding treatment in one's home country where the physician deems it impossible to receive such treatment in Japan)
- Treatment for illnesses or injuries sustained as a result of pregnancy, childbirth, premature birth, or miscarriage
- Dental treatment (cavities, gum disease, etc.)
- Over-the-counter medicine
- Treatment received more than 180 days after the commencement of the treatment of an illness
- Treatment received more than 180 days after an injury caused by an accident
- Liability involving the use of automobiles
- Treatment for injuries sustained in an accident when driving under the influence of alcohol or without a valid driver's license

4) Making Claims

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

2.7 Taxes

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

2.7.1 Tax in Japan

1) Personal Income Tax

You must pay the same taxes as Japanese residents. However, some 1st and 2nd year ALT may be exempted from tax due to specific treaties between their country and Japan. For the latest information regarding tax treaties, please consult the Japanese embassy in your home country, your home country embassy in Japan, or the National Tax Agency.

For more detailed information regarding Japanese income tax, we urge you to consult your local tax office.

While paying tax in Japan, you must obtain a breakdown of such payments (Statement of Earnings, *kyūyo shotoku no gensen chōshū-hyō*) from your contracting organisation and keep it safely.

If you must file tax returns in your home country, you will also need this document, as do all reappointed participants who apply for an extension on their status of residence. A Statement of Earnings is also needed when your tax or your status of residence changes. Many contracting organisations provide a *gensen chōshū-hyō* in January. The *gensen chōshū-hyō* details your previous year's income (from 1 January to 31 December), the tax you pay, and how much you contribute to social insurance and pension. Please direct any enquiries regarding your *gensen chōshū-hyō* to your contracting organisation.

2) Tax Exemption Forms

Those eligible and wishing to apply for tax exemption in Japan should make sure they fill out forms for tax exemption.

Application Form for Income Tax Convention (National Tax Agency)

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



Note: In principle, the maximum period of tax exemption is two years. If participants are to take part in the JET Programme for more than two years, they may be required to pay tax in Japan (except those from China).

3) Municipal Residence Tax

Residence taxes are calculated based on your income in Japan from the previous calendar year (1 January to 31 December) and are levied by the municipality you live in as of 1 January of the current year. Tax is either deducted monthly from your remuneration or billed around June for the entire year.

Even when you are liable for taxes in your first year, residence taxes are generally not required in the calendar year in which you arrive. Therefore, if you arrive in July 2026, you will have your first residence taxes due in 2027.

If you are eligible for income tax exemption, you may also be eligible for a residence tax exemption. Please note that you will need to apply for both exemptions separately. For more information, please enquire at your municipality's help desk.

Participants who have taxes in Japan imposed on them should remember that their remuneration stated in programme guidelines and other materials is the amount before application of income and residence taxes.

2.7.2 Home Country Tax Liabilities

Tax liability of your Japanese income in your home country depends on certain factors including the nationality and the existence and content of a tax treaty between your home country and Japan. It is your responsibility to seek information via your home country tax agency regarding tax obligations in your home country as well as the necessary procedures. Neither your supervisor, contracting organisation, prefectural advisor (PA), nor CLAIR are in a position to provide guidance on your home country tax liabilities.

Chapter 3 Work

3.1 Post-Arrival Checklist _____	38	3.3 Manners at Work _____	46
1) Workplace _____	38	1) Office/School Etiquette _____	46
2) Essential Procedures _____	38	2) Professionalism _____	46
3) Important Contact Numbers _____	38	3) Attendance _____	47
4) Housing and Daily Life _____	38	4) Tattoos, Piercings, Etc. _____	47
3.2 Work Duties and Workplace _____	39	3.4 Personnel Evaluations _____	47
3.2.1 Assistant Language Teacher (ALT) _____	39	3.5 Frequent Issues and Concerns _____	48
1) Relations with Teachers and Students _____	39	1) Office Situations _____	48
2) ALT's Workplaces and Work Duties _____	40	2) Socialising with Colleagues _____	49
3.2.2 Coordinator for International Relations (CIR) _____	42	3) Supervisor Relations _____	49
1) The Different Types of CIR Positions _____	42	4) ALT-related Situations _____	50
2) Elements of CIR Work _____	43	5) CIR-related Situations _____	51
3) The Role and Importance of Japanese Language Proficiency _____	44	6) Lifestyle Situations _____	51
3.2.3 Sports Exchange Advisor (SEA) _____	45	3.6 Communication in Japan: Group Dynamics _____	52
1) Outline of SEA Duties _____	45	3.7 Studying Japanese _____	52
2) SEA Workplaces and Conditions _____	45	1) JET Programme Japanese Language Courses _____	53
3) Your Colleagues _____	45	2) Japanese-Language Proficiency Test Grant (N3 and above) _____	53
4) Coaching Situations _____	45	3) JET Programme Translation and Interpretation Course _____	53
3.2.4 Prefectural Advisor (PA) _____	46		

Chapter 3: Work

3.1 Post-Arrival Checklist

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

1) Workplace

- Review your Terms and Conditions (particularly regarding your work duties)
- Confirm your predecessor’s work duties
- Ask for a staff name list and office seating plan
- Make a list of what the other staff members and/or departments at your workplace are in charge of, taking note of your direct supervisor’s duties
- Ask for or receive your work schedule (*kinmu yoteihyō*)
- Check how to fill out an attendance log (*shukkinbo*)
- Verify how to take all forms of annual paid leave, sick leave, and special leave (conditions, necessary procedures, etc.)
- Verify regulations for various allowances, business trip, and travel expenses
- Register your contact information with CLAIR online via the Safety Confirmation System (Emergency Call) and the Contact Information Survey for JET Programme Participants website

2) Essential Procedures



Foreign nationals who enter Japan with a legal status of residence and plan to stay for the medium to long term are called ‘medium to long-term residents’ and are issued residence cards. These residents must take their residence card (or passport for those who were not issued a residence card at the airport) and submit a Moving-In Notification (*ten’nyū todoke*) to the municipality of their residence within 14 days of arriving in Japan.

- Register as a resident of Japan
- Verify necessary tax documents (see **2.7 Taxes**).
- Confirm how local inhabitant taxes will be levied (automatic withdrawal or paid in person as a lump sum)
- Verify insurance coverage (see **2.6 Insurance**).
- Register any family members (dependants) with the Health Insurance System

3) Important Contact Numbers

Ensure that you confirm and save the following contact numbers


- Contracting organisation supervisor (including after-hours contact information in case of emergency)
- Workplace phone number
- Prefectural advisor (PA)
- Emergency contact numbers (police, ambulance, see the **inside of the cover page**)
- Your home country’s embassy and consulate(s) in Japan
- Closest hospital, evacuation centre, police box, and police station
- Make sure to inform your contracting organisation of your own contact details.

Note: Please save the above contact details in any medium or device readily accessible to you in the event of an emergency. The *General Information Handbook* also contains important contact information (refer to the **inside of the cover page** and Appendices **8.5** through **8.9**), so please keep it in an accessible place.

4) Housing and Daily Life

- Have a personal seal (*hanko*) made.
- Take note of your address in Japanese (and how to read and write it in Japanese script).
- Open a bank account, obtain a cash card and/or bank book, and learn how to use the ATM.
- Find out if your remuneration can be deposited and bill payments withdrawn automatically.
- Buy a mobile phone or SIM card; inform your contracting organisation supervisor of your contact details.
- Prepare an emergency kit in case of natural disasters.
- Introduce yourself to your neighbours (so you can help each other out in case of emergency).
- Prepare for self-introductions, speeches, etc.
- Confirm the amount and payment method of deposit and/or key money for apartment (if applicable).
- Familiarise yourself with rules for separating garbage, drop-off days and locations
- Find out about how to use public transportation in your area.
- If you plan on driving, research procedures for converting your driver’s license, vehicle inspection (*shaken*), types of car insurance, road rules in Japan, etc.
- Familiarise yourself with your neighbourhood, such as the location of restaurants, convenience stores, supermarkets, etc.
- Exchange emergency contact information (family contact) details with another JET Programme participant near you.

3.2 Work Duties and Workplace

!	<p>For more detailed examples of activities that ALTs/CIRs may be involved in, please consult the Case Studies and Handbooks:</p> <p>https://jetprogramme.org/en/download/</p>	
----------	--	---

3.2.1 Assistant Language Teacher (ALT)

The main duty of the ALT is to engage in team teaching with Japanese teachers of foreign language (JTL) in foreign language classes in Japanese schools. In team teaching classes, you work together with the students and the JTLs towards a common language goal. Team teaching provides more opportunities for interaction in a foreign language, enhances the students' motivation towards learning a foreign language, and deepens the students' understanding of foreign cultures. You usually conduct meetings with JTLs based on prearranged lesson plans, and after team teaching, you reflect together on your own performance and think about ways to improve the lesson. In some cases, you may be asked to take a more active role in lesson planning.

Furthermore, while conducting meetings with the JTL, it is important to establish a purpose and goals for the team-teaching lesson in advance.

Please bear in mind that, in principle, you are an assistant to the JTL in the classroom. While there may be cases where you find yourself conducting classes as the main teacher, it is important to respect the lesson plan and wishes of the JTL. However, you can actively assist JTLs by suggesting activities or creative and effective ways to use the textbook.

1) Relations with Teachers and Students

① Teacher Relations

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

Good cooperation between the ALT and JTL has a major influence on the atmosphere of the classroom and on the students' attitudes towards team-teaching lessons and communicating in a foreign language. It is important to speak with your colleagues at the outset to establish the goals and objectives for your team-teaching lessons, as well as expectations you have for each other.

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

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

② Student Relations

Before coming to Japan, you may have pictured Japanese students as being uniformly well-behaved and polite. However, as in any country, you will meet various types of students in the classroom. Some classes may be filled with students who are enthusiastic about speaking in a foreign language, while other classes may have some noisy, unmotivated, and disruptive students. You may sometimes find a student sleeping in your class. Part of the challenge as an ALT is to motivate such students to communicate in class and to stimulate their interest in foreign language learning.

You will also face the challenge of teaching different age groups. The methods and approaches used for teaching a third-year elementary school class will be different from that of a third-year junior high school class, according to the psychological and mental developmental stage of the students. Activities that are enjoyed by a nine-year-old may be regarded as childish by a fifteen-year-old.

Chapter 3: Work

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

Even in difficult situations, remember to be patient and supportive towards the students. Especially in junior and senior high school classrooms, some may participate reluctantly. Think back to your adolescent years when you were learning a foreign language at school and the embarrassment you felt at being asked to pronounce foreign words in front of your peers. Your students are likely feeling the same way. Let them know that it is alright to make mistakes. Remember that the JTL can be a good source of information about the students. Learning students' names may be difficult in larger schools but can go a long way in strengthening your relationship with students and better identify their individual needs. If you are having trouble with students, try asking your colleagues for advice on how to interact with them.

2) ALT's Workplaces and Work Duties

① Senior High School

Senior high school (SHS) students are generally between the ages of 15 and 18. Although SHS is voluntary in Japan, over 98% of students continue their education at this level. Unlike JHS, entry into SHS is determined by entrance examinations. There are many types of high schools, and each school may have a different academic level.

Additionally, some schools specialise in offering vocational courses, as in the case of agricultural schools or fishery schools. It is important to understand the special characteristics of each school when engaging in team teaching.

Most SHS ALTs will be based in a board of education (BoE) or a school. Some SHS ALTs visit a number of different schools in addition to their base school. In class, students may have differing levels of understanding or behavioural issues.

The hours spent on English classes vary from school to school. Classes are designed to improve the listening, reading, writing, speaking (further broken down into presentation and conversation) and overall communication ability of students.

② Junior High School

Junior high school (JHS) students are between the ages of 12 and 15. Most JHS ALTs will be based in a board of education (BoE) or a school. Some JHS ALTs visit several different schools in addition to their base school. As there is no entrance examination required, JHS classes may have students of very different abilities. The classes may also have students with differing levels of understanding or behavioural issues. Junior high school students receive English instruction for 140 hours a year or about four lessons per week. In class, emphasis is placed on activities that allow students to communicate their thoughts and ideas with each other in a foreign language. To this end, students should be able to use the language they have studied in scenarios that are relevant to their daily lives.

③ Elementary (Primary) School

Elementary school (ES) students are between the ages of 6 and 12. At the lower levels in ES, ALTs may find themselves teaching simple greetings, basic conversation, playing games, singing songs, and doing skits or short plays. For third- and fourth-grade classes, ALTs are involved with speaking and listening activities. For fifth- and sixth-grade classes, in addition to speaking and listening activities, ALTs are also involved with instructing students in reading and writing activities. You may find yourself taking part in activities at school such as physical education, music, art, cooking, or calligraphy classes. You may also be involved in culture-based activities, for example, introducing and playing games from your home country, introducing holidays from your home country, etc. Your involvement and activities will vary according to the wishes of the school and the frequency of visits.

In addition, the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) revised the elementary school curriculum guidelines (Course of Study) in April of 2020. In the new Course of Study, the number of hours allocated for foreign language education increased dramatically. Third- and fourth-grade students have 'Foreign Language Activities' once a week with a total of 35 hours for the school year, while fifth- and sixth-grade students will have 'Foreign Language Studies' twice a week for a total of 70 hours. Depending on the ES, you may teach with the homeroom teacher or a specialised language teacher. For homeroom teachers, as Foreign Language Studies was only recently made a compulsory part of the ES curriculum, some homeroom teachers will look to you for additional support.

④ Private School

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

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

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

⑤ Extracurricular Activities

You have the opportunity to take part in many language-related activities outside the classroom such as English conversation clubs, make bulletin boards, coach students for and judge speech contests, or assist students with letter-writing or email exchange opportunities with students abroad. Some ALTs also take part in informal English conversation classes with the staff in their schools.

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

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

⑥ Other ALT Duties

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

1. Proofreading and Translation

Local government employees, teachers, or private citizens may ask you to proofread their writing or translate documents into your own language or Japanese (depending on Japanese ability). ALTs with other linguistic abilities beyond English may be asked to translate documents to and from those languages and Japanese.

2. Public Speaking

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

3. Speech Contests

You may be expected to judge students' speech contests at the local, regional, or prefectural level. Usually, you would also be asked to coach some of the participants before the contest or to make model audio recordings of the speeches. Additionally, you may be asked to help judge auditions within your school, coordinate practice times, and help students select passages or prepare their speeches.

Chapter 3: Work

4. Standardized Test Preparations

Many junior high school and high school students in Japan register for standardised English tests such as the *eiken*, which sometimes consists of an interview component. You may be asked to help students prepare outside of class, by role-playing a real interview setting.

5. Training Seminars

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

6. Teaching a Foreign Language to Adults

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

3.2.2 Coordinator for International Relations (CIR)

Each Coordinator for International Relations (CIR) position's duties and responsibilities may vary widely depending on the contracting organisation. The following are some examples of the kind of work CIRs do. Please note that CIRs have a different employment status than that of full-time public employees and that both 'CIR' and its Japanese translation may not always have a clear meaning to those who are unfamiliar with the position.

1) The Different Types of CIR Positions

There are several different CIR job categories. The following overview should give you a general idea of potential CIR duties.

① Prefectural/Designated City CIR

Most CIRs in a prefectural or designated city office will work in the international affairs division. However, you may be placed in a regional development or planning department, regional office, or board of education. Additionally, you may work in organisations like international associations or convention bureaus.

Your duties can include:

- Giving speeches
- Advising on publications
- Guiding visitors from overseas
- Teaching language classes
- Producing information for and liaising with non-Japanese residents

You may even become a resource for the entire local government. In these positions, you have the chance to experience the diversity of international projects that are taking place at the prefectural level and learn first-hand how ideas can turn into concrete projects within a bureaucracy.

② International Exchange Association CIR

International exchange associations exist in many prefectures, designated cities, and cities throughout Japan. The association may consist of local government employees and those hired directly by the organisation. In this environment, you are mainly involved in events aimed at non-Japanese residents. Your responsibilities may include working with volunteer tour guides and interpreters, producing foreign language newsletters, or organising international exchange events that bring Japanese and non-Japanese residents together. You may also give presentations about cultural differences and teach foreign language classes.

③ Municipal CIR

Depending on your contracting organisation, you generally work at the board of education, the planning/international affairs or general affairs divisions, or sometimes in the mayor's office. Your duties may include organising language and culture classes for the community, helping create or write for local publications, language instruction for government employees, school visits and speeches, and other community group activities. Depending on the international ties established in your area or those you can develop yourself, you may also correspond with parties or receive visitors from overseas.

④ Other CIR Positions

Some CIRs are employed by local authorities and placed in various offices or organisations under their jurisdiction. These positions include CIRs working at adult education centres, convention bureaus, port authorities, research institutes, universities, and regional offices. Although rare, these positions are markedly different from most other CIR positions and offer a unique opportunity to focus on a specific aspect of internationalisation.

2) Elements of CIR Work

Your contracting organisation defines your work duties. Your job is unlikely to include every example on this list.

① School Visits

School visits provide a good opportunity to further ties with your community and experience life in a Japanese school.

They may involve:

- Interacting with an assembled group of children to introduce the concept of other countries in terms they can understand, often involving games and basic foreign language teaching
- Participating in the classroom on a regular or semi-regular basis
- Establishing inter-school or pen-pal relationships with schools in other countries
- Participating in school events (e.g. sports day, school festivals, excursions)
- Participating in international club activities at high schools
- Visiting preschool
- Some CIRs have established homestay exchanges between schoolchildren in their home country and local schoolchildren at schools they visit.

② General Foreign Language Assistance and Translation

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

③ Public Speaking

- You may give speeches or lead discussions with various groups such as government officers, community groups, women's groups, Rotary and Lions Clubs, chambers of commerce, groups of people with physical disabilities, agricultural groups, parent-teacher associations, senior citizens' groups, host family associations, children, schools, and company employees.
- Speech topics may include your home country, city, state/province, cultural differences and lifestyles, internationalisation, education, international exchange, youth, raising children, women's rights, foreign countries, travelling abroad, and facilitating the understanding of another culture, recreation, etc.

④ Writing Newsletter Articles and Assistance in Public Relations

- Writing regular articles for local newsletters (e.g. articles in languages other than Japanese for non-Japanese residents, articles in Japanese for Japanese residents)
- Styling, formatting, and publishing on a visitors' information board
- Participating in interviews for local and national media on various topics, including impressions of Japan or your local region and local international development opportunities
- Participating in various civic group meetings/discussions, offering a foreign national's viewpoint and facilitating exchanges of opinions
- Maintaining and updating websites, responding to email enquiries and posting information on local governments' official social media accounts
- Giving presentations describing the region to overseas visitors

Chapter 3: Work

⑤ Interpreting/Reception of Guests from Overseas

- Interpreting for or escorting overseas visitors or non-Japanese residents at meetings, international events, conferences, symposiums, receptions, tours, and other occasions requiring language assistance
- Interpreting for the governor, mayor, director, and other officials, or international visitors, including government officials, sister city organisation members, high school bands, sports teams, and citizen groups

⑥ Language Instruction

- Providing language instruction for civil servants, police officers, and firefighters to prepare them for emergencies
- Assuming the position of judge at foreign language debates or speech contests
- Instructing volunteer interpreters and guides on providing tours to overseas visitors
- Leading foreign language conversation classes for Japanese youth going abroad through homestay programmes or other goodwill missions
- Giving language classes and lectures to community groups
- Teaching language at schools

⑦ Assistance with Events, Festivals, and Community Activities

- Participating in local festivals, sometimes contributing with an international component or ‘corner’
- Attending meetings to plan, provide suggestions, and help promote events and festivals, and assist with writing reports afterward
- Participating in and assisting with the planning of events designed to introduce foreign residents to Japan and the region
- Giving presentations about other countries and cultures to local residents
- Conducting cultural classes (e.g. cooking or dance classes) at local youth and community centres
- Visiting senior citizen care centres

⑧ Assistance with Sister City/State Relations

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

⑨ Editing and Publishing

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

⑩ Foreign Community Assistance

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

3) The Role and Importance of Japanese Language Proficiency

Proficiency in Japanese is a prerequisite for the CIR position.

Fluency in written and spoken Japanese is an essential asset for CIRs and is necessary for most aspects of the work. Fluency in Japanese will help effective communication with your colleagues, enabling you to gain insights into and understand Japanese culture better. Additionally, CIRs who are able to use Japanese resources and communicate with external parties easily can confidently undertake research projects and carry out interpretation and translation tasks. You can serve as a cross-cultural bridge at receptions, facilitating meaningful and enjoyable communication between Japanese guests and the host organisation. By communicating with colleagues to understand office affairs, you can proactively assume your responsibilities and effectively contribute as a member of office staff.

The job duties of CIR, although already requiring a strong command of the Japanese language, also demand continuous study of the language, both in and out of the office. Becoming familiar with various topics like specific terminology used in Japanese local governments, business Japanese, local dialects, or general knowledge of the region will prove highly beneficial to you.

3.2.3 Sports Exchange Advisor (SEA)

During the 1994–95 JET Programme year, the CIR part of the programme was expanded to include internationalisation through sports. This initiative saw Sports Exchange Advisors (SEA) join the programme for the first time. SEAs are sports professionals whose role is to assist with sports training and the planning of sports-related projects. Recruitment for the SEA position is carried out by the Ministry of Foreign Affairs through Embassies and Consulates General of Japan, independent of the selection process for ALTs and CIRs.

1) Outline of SEA Duties

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

2) SEA Workplaces and Conditions

The situation will be different for each SEA on the programme and will be determined by the needs of the contracting organisation and the facilities available.

In most cases, you are placed at:

- Boards of education
- Sports facilities
- Senior high schools

3) Your Colleagues

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

4) Coaching Situations

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

Regarding coaching, you may at times be seen as the assistant to the regular coach and at other times be seen as the main coach. During matches or competitions, you may make contributions directly, or through the Japanese supervising coach. Take the time to find a balance that works best for you and your contracting organisation. Your schedule will be arranged according to the requirements of your contracting organisation. Scheduling and adjustments to your workload will depend on your situation.

The SEA role may also be altered through regular discussion with your employer to align with goals both the contracting organisation’s and your goals. A contracting organisation may have a set idea on how it would like to utilise your skills. You may be asked to perform your duties according to a specific schedule and then negotiate adjustments later. Some contracting organisations may prefer to give you a broader goal and then leave the scheduling up to you.

Chapter 3: Work

Duties and teaching goals differ greatly according to contracting organisations' policies. While the main goal of some contracting organisations is to increase the students' competitive ability, others may also be focusing on international exchange through sports. As an SEA, you will be required to understand and work towards these goals with the students and community. You will also need to take into consideration differences between Japan and your own country. The club activities of Japanese schools are different from those of corporate or community sports clubs in your home country, and the students' and parents' perception and expectations of sports may also be quite different. You need to be flexible in responding to these differing circumstances while performing your duties.

3.2.4 Prefectural Advisor (PA)

Prefectural Advisors (PAs) assist host prefectures/designated cities with supporting JET Programme participants and contracting organisations, forming an important part of the JET Programme support system. Each host prefecture/designated city appoints at least one non-JET PA (usually a Japanese member of staff employed by the host prefecture/designated city) and at least one JET Programme participant PA.

The running of the PA system will differ depending on the host prefecture/designated city. Some JET Programme participants are designated as PAs as soon as they start their time on the JET Programme, whereas other PAs may have to apply or be chosen for the position. Your contracting organisation will inform you if you are a PA in addition to your ALT, CIR, or SEA role.

PA Duties

Although the first point of contact for participants should always be their own contracting organisations, you assist participants by providing information, training, and further support. Some of the duties that you may perform are as follows:

- Responding to enquiries and offering consultation about work and daily life
- Providing information to JET Programme participants and contracting organisations
- Organising local training seminars and conferences
- Facilitating mutual understanding
- Safety confirmation of participants in case of a natural disaster or other emergency
- Organising a local block or regional support system
- Cooperation with local AJET chapters

Note: PAs are not expected to act as counsellors or experts in tax or immigration matters. In these cases, you should refer participants to the appropriate authority. Regarding mental health issues in particular, information on appropriate medical institutes and mental health counselling resources provided by CLAIR may be a valuable resource.

3.3 Manners at Work

JET Programme participants are seen as working professionals. You are expected to maintain cordial and professional relationships with your colleagues/school staff. Building positive working relationships takes time, patience, perseverance, and active effort. First impressions are important in professional settings, and this includes the Japanese workplace. As such, appearance and adherence to cultural norms can significantly impact how colleagues perceive and interact with you. When in doubt about appropriate etiquette in a particular situation, do not hesitate to observe and emulate your colleagues' behaviour.

1) Office/School Etiquette

- Take off your overcoat or outerwear when you enter a school or office.
- Greet everyone when arriving with *ohayō gozaimasu* ('good morning') or *konnichiwa* ('hello'). When you leave, say *osakini shitsurei shimasu* ('excuse me for leaving early'). When people leave before you, tell them *otsukaresama deshita* ('thank you for your hard work').
- Assist with cleaning. Ensure your own desk is tidy.
- Refrain from leaning against or sitting on desks, putting your hands in your pockets, or moving objects/shutting drawers with your feet.
- Do not chew gum when talking to other people.
- Do not use your mobile phone or other portable devices at your workplace without explicit permission.

2) Professionalism

Professionalism in Japan is characterised by punctuality, dressing appropriately, and commitment to completing assigned tasks on time and to the best of your ability.

3) Attendance

In Japan, your physical presence is often as important as the contributions you make. This is particularly relevant when you feel you could be doing something more useful elsewhere or when you believe you have little to contribute (e.g. to a meeting).

Do not miss meetings or lessons without having discussed your absence with your supervisor in advance. Be mindful of the week's schedule and avoid taking leave on days when you have meetings or lessons. If you are an ALT, please remember that taking a holiday during the school term may disrupt the team-teaching schedule. If taking leave is necessary, make sure that you discuss it with your supervisor in advance.

4) Tattoos, Piercings, Etc.

Tattoos carry a negative connotation in Japan. Most Japanese schools prohibit students from wearing jewellery and piercings. Teachers generally comply with these rules, and you may be requested to cover your tattoos and remove piercings during work hours too. Additionally, Japanese teachers or office workers are typically expected to maintain well-groomed facial hair and avoid dyeing their hair in unnatural colours, and you may be expected to do the same.

3.4 Personnel Evaluations

Contracting organisations are required to conduct personnel evaluations for all employees in accordance with the Local Public Service Law. This includes JET Programme participants.

Details of these personnel evaluations are left to the discretion of contracting organisations. However, CLAIR provides an example form for carrying out these evaluations (see the end of this handbook).

Additionally, if you wish to receive regular, direct feedback on specific duties, please make this request to your supervisor soon after your arrival. In Japan, you may not receive direct feedback unless you specifically request it, which may lead to missed opportunities and improvement suggestions.

3.5 Frequent Issues and Concerns

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

1) Office Situations

- ① **At your welcome party you are treated to an incredible banquet. However, there are many foods which you do not eat or to which you are allergic.**

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

- ② **Handling sudden work requests (e.g. You arrive at the office and are told that you are scheduled to judge a speech contest/participate in a prefectural event/make a speech in an hour.)**

First, do what preparation you can for the request. Afterwards, confirm with your supervisor as to why you were informed at the last minute. Be aware that your supervisor may also have been asked quite suddenly for your presence. Once you have confirmed the situation, explain to your supervisor how important it is for you to prepare beforehand. You might explain that besides making you feel uncomfortable, speaking unprepared could leave a poor impression on the audience. Speak to your supervisor about how best to avoid such circumstances in the future.

- ③ **You ask for consecutive days of leave and are refused.**

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

- ④ **You bought a car, but then your supervisor told you that you're not allowed to drive to work. The bus is really inconvenient, and you would rather drive.**

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

- ⑤ **You find that your schedule is becoming too full, with very little time left for yourself.**

For instance, you have been invited by your coworker to a meal, but you are busy and want to decline. Politely decline invitations and ask to be considered for some other time because your schedule is full. You may feel obligated to your office, school and friends, but politely explaining that you have other plans will usually be taken in good faith in Japan, without the expectation that you disclose what those plans are.

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

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

Note: Depending on the results of the health check, you may be required to undergo further testing.

- ⑦ **Your supervisor asks you to exercise more caution with the contents of your personal blog or social media site.**

It is important that you do not post any information online that violates the law, breaches other people's right to privacy, is defamatory, or in any other way is likely to make other people uncomfortable. Please make sure to observe any guidelines that your workplace has regarding the use of social media. The laws and norms in Japan may be stricter than in your home country. If you want to post photos of your workplace or your colleagues on your personal blog, ask for their explicit permission and also the head of your contracting organisation's permission beforehand. Privacy is an increasingly sensitive and serious issue in schools, all of which strictly prohibit putting pictures of their students on the web. Moreover, using work time to compose private blogs or private posts on social media sites should be avoided.

2) Socialising with Colleagues

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

3) Supervisor Relations

- ① **Your supervisor offers to take you shopping after work to get things for your apartment. At the store, you are told, “You had better buy these curtains.” After shopping, you stop for dinner. You are told that you “had better” order a certain meal.**

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

- ② **Your supervisor is explaining something important, but you do not understand what is being said.**

Ask for clarification and repeat what you think is being said. Draw diagrams if necessary. Explain that since it is an important matter, you were wondering if it could be put in writing for you. If you still don't understand, apologise and state that you just do not understand.

- ③ **Your supervisor is suddenly transferred to another office in April.**

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

Chapter 3: Work

4) ALT-related Situations

① The JTL makes what seems to you to be a blatant mistake during class or corrects something you have said in front of the students.

The most important component of teaching is the relationships that you form with the other people in the classroom. If these relationships suffer, your lessons will not be as successful as they could be. How you respond to the teacher making a mistake or correcting you in front of the students depends on your relationship with the teacher and the atmosphere of the class. You do not want to do anything to jeopardise the rapport you have with the teacher or the students. Sometimes you will know a teacher so well or the atmosphere will be so good that you can discuss the point in a non-threatening way during the class, such as by making a joke, or saying that English is different depending on the country. You may also consider repeating what the teacher said in the correct form without threatening anyone's authority. If you are unsure, it is better to address the issue after the class in the privacy of the teachers' room.

② A student asks you for your 'three sizes' (body measurements) or you are asked how 'big' you are.

The curiosity of some students may verge on the extremely personal and you do not need to feel that you have to answer all questions. Even though this type of question is often innocent, the idea of sexual harassment is well established in Japan, so you can teach students that sexually offensive questions are to be avoided if they want to build positive interpersonal relations. If they persist, discuss the situation with a Japanese teacher, who may decide to remind them why it is inappropriate. When encountering a troubling situation, it is best to consult with others, rather than taking it all upon oneself. Questions regarding relationship status, etc., can also be frequent. You are not under obligation to answer and may ask your co-teacher for assistance in dealing with these and other difficult questions.

③ It is a Friday afternoon. As you are getting ready to go home, a teacher suddenly asks if you would like to join the school's drinking party tonight. You have plans to travel with your friends on the weekend and want to get a good night's sleep.

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

④ Your suggestions for a lesson plan are met with the comment that the activities you are suggesting are not appropriate because they are not relevant to the university entrance examinations.

Although you may not agree with the relative merit of the university entrance examination system, it is important to recognise that many teachers, and also students, have examinations in mind during English classes. You may want to suggest a different activity that reinforces the material taught in the lesson and demonstrate the activity to the teacher. Whatever you do, sudden confrontation will not help.

⑤ Upon your arrival at school teachers ask if you are tired.

There is a polite phrase in Japanese, *otsukaresama desu*, which literally translated means 'You must be tired.' The true cultural meaning of this phrase, however, is an acknowledgment of someone's effort or hard work. In order to communicate a polite phrase to you, many Japanese people often directly translate that phrase into English, not realising that it sounds strange. Teachers in question may simply wish to express gratitude for your hard work, not to point out that you look or seem tired. However, on the other hand, they may actually be commenting out of concern, based on your appearance. In the event that you truly are tired, you may wish to tell them so.

⑥ You have just seen a student being bullied or are dealing with students not paying attention in class.

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

5) CIR-related Situations

① You are asked to edit a document, do so, and then receive it with corrections in red and are asked to redo it.

Remember that corrections are not personal attacks and that you share a common goal: creating the most accurate and easy to read translation. Read through the suggested corrections and incorporate as many as possible into the document. If there are any corrections that you feel are inaccurate, discuss possible ways to make the document clearer. Try to come up with a version that both you and your colleagues can accept.

② You make a suggestion concerning a project, but it is not acted upon.

Not every project you suggest will be acted upon, and it is wise to think about the different reasons why. Timing can also be important. If there is no reaction to your project proposal, but you still feel it is worthwhile, try proposing it again when your supervisor is not so busy and may be able to listen. Offer suggestions in writing with supporting data whenever possible. Information about similar projects in other prefectures can be helpful. Also remember that budget constraints may not only apply to you personally, but your whole section. Even if you are planning to do a project alone, other people will be involved to some extent. Consider who this will affect and the work load that person has. In addition, it will benefit you to find out at an early stage how to appropriately make project proposals in your particular workplace.

③ You find that you are teaching languages a great deal of the time.

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

6) Lifestyle Situations

① You arrive in your town after Post-Arrival Orientation and are about to be dropped off at your apartment where you will be left alone.

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

② You are asked by various people multiple times if you can use chopsticks.

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

③ You say a very simple Japanese phrase and are complimented on your excellent Japanese ability.

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

3.6 Communication in Japan: Group Dynamics

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

Decision-making in Japanese workplaces is also carried out on a group basis. There is hardly ever a single person who is responsible for a particular decision. The decision-making process begins with the workers with the least authority and gradually works its way to the workers with the most authority, and those of higher rank. As a result, almost everyone is involved in the decision-making process in one way or another. This may seem very tedious and a waste of time. But it is important for you to work at not becoming angry or frustrated. Rather, understand and respect that this is the way things are done in Japan. If you make a request, your supervisors must ask their bosses who in turn must talk to their superiors and so on. After this process is completed, you will receive your answer, which still may not be a straightforward yes or no.

Communicating opinions may pose a challenge for someone who is unfamiliar with the nature of the Japanese language. Although Japanese people may speak to you in English or other languages, they may attempt to communicate their ideas in a way that is similar to how things may be said in Japanese. In Japanese, there are distinctions made for rank and social status, as well as for politeness in both formal and informal situations. There is also a certain level of indirectness. Foreign words used in Japanese may have retained all, only part, or none of their original meanings. Some of these words may catch you by surprise when they are used in English with their Japanese meaning.

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

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

3.7 Studying Japanese

The importance of studying Japanese cannot be overstated. A good command of the Japanese language will help you adjust to life in Japan and improve your chances at creating meaningful connections and develop a greater understanding of Japanese culture. It will also help you communicate effectively with superiors, colleagues, students and friends alike. Moreover, your contracting organisation may expect and assess your willingness to study the language during performance evaluations.

Learning even a little Japanese before you arrive, like simple greetings, self-introductions and *hiragana/katakana* will go a long way to help you develop cordial relationships with the people around you, reducing anxiety, and helping you adjust more quickly to your new life in Japan.

To assist with your Japanese study, CLAIR provides online access to the publications *Japanese for JETs* (for ALTs and SEAs) and *Japanese for CIRs*. A password, provided in pre-departure contact from local Japanese embassies/consulates and during the Post-Arrival Orientation, is necessary to view these publications.

<https://jetprogramme.org/en/download/japanese-for-jets/>



There are many different ways to go about learning Japanese. The most important thing is to create a habit of studying every day, even for a small amount of time. Find a learning method that suits your goals and lifestyle, such as enrolling in the JET Programme Japanese Language Courses, attending a Japanese language school, consuming Japanese content that relates to your interests, making flashcards, listening to radio/watching TV programmes, or using the wealth of Japanese learning websites and smartphone applications available online. Ask other participants for recommendations before deciding on a Japanese learning method that suits you. Once you have decided on your method, make sure to keep it up and study as often as you can. Remember that it is more important to keep a steady habit of studying rather than wasting time searching for the perfect method.

1) JET Programme Japanese Language Courses

CLAIR provides free Japanese language courses to support your efforts to learn Japanese in Japan. Please refer to your correspondence with your contracting organisation, the Japanese Language Course Guide (available at the address below), the JET Programme’s website, and monthly CLAIR News emails for more information about course content and the year-round application process.

<https://jetprogramme.org/en/current/support/languagecourses/>

**2) Japanese-Language Proficiency Test Grant (N3 and above)**

CLAIR provides this grant to those who wish to improve their Japanese language ability by taking the Japanese-Language Proficiency Test (JLPT) N3 or higher and who meet the grant’s eligibility requirements. See the JET Programme’s website and CLAIR News emails for application details.

<https://jetprogramme.org/en/current/support/grants/#jlpt>

**3) JET Programme Translation and Interpretation Course**

CLAIR provides translation and interpretation courses to those who wish to further develop the translation and interpretation skills necessary for their duties. There are two types of courses: a six-month ‘Online Course’, carried out twice a year, and a yearly five-day ‘In-person Group Training’, each with different eligibility criteria and application procedures. The online course is available in Chinese, Korean, and English. The in-person group training is available in the same languages—with (an) additional language(s) rotating yearly. Participation in the in-person group training requires having finished the online course, or active enrolment at the time of the training. You must apply through your contracting organisations and may be required to take an admission test due to the limited number of places available.

Chapter 4 Living in Japan

4.1 Observing the Laws	56	4.6 Personal Seal or <i>Hanko</i>	61
1) Drinking and Driving	56	4.7 Driving	61
2) Traffic Accidents	56	4.7.1 Licenses	61
3) Drugs	56	1) International Driving Permit (IDP)	61
4) Interactions with Children	56	2) Converting your Home Country's Driving Licence into a Japanese Driving Licence	62
4.2 Customs and Etiquette	57	4.7.2 Japan Automobile Federation (JAF)	62
4.3 Housing	57	4.7.3 Owning a Motor Vehicle	62
1) JET Programme participant Housing	57	1) Buying a Motor Vehicle	62
2) Housing Costs	57	2) Insurance	63
3) Choosing a Home	57	3) Vehicle Disposal	63
4) Useful Housing Information	58	4) Motorcycles and Mopeds	63
5) Furnishing Your Home	58	5) Bicycles and Electric Scooters	63
6) Questions and Problems Concerning Housing	59	6) Miscellaneous	64
4.4 Computers and Telephones	59	4.8 Travelling Abroad	64
1) Computers	59	1) Vaccinations	64
2) Mobile Phone	59	2) Passport	64
4.5 Financial Institutions	59	3) Re-entry Permit	64
4.5.1 Savings Account	59	4) Checklist before you Leave your Apartment for a Long Period of Time	64
1) Banks	59	5) Miscellaneous	65
2) Post Offices (Japan Post Bank Account)	59	4.9 The Association for Japan Exchange and Teaching (AJET)	65
3) Automatic Teller Machines (ATMs)	60	4.10 Multilingual Information about Living in Japan	65
4) Digital Payments	60		
4.5.2 Sending Money Home	60		
1) Sending Money Home through the Bank	60		
2) Sending Money Home through the Post Office	60		
3) Third Party Remittance Services	61		

4.1 Observing the Laws

It goes without saying that you must abide by Japanese law, but it is especially important for JET Programme participants, as you are teachers and/or local government employees and thus in a position of responsibility. If you break the law, it is likely that your term of appointment will be terminated.



Please comply with the law at all times.

1) Drinking and Driving

The consequences for driving while under the influence of alcohol in Japan are severe. You must never drive while under the influence of alcohol as it not only puts at risk the lives of others but also compromises your position of trust. Furthermore, insurance will not cover alcohol-related accidents.

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

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

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



Bicycles are classified as vehicles.

Since November 2024, under the Road Traffic Act, penalties for 'riding a bicycle under the influence of alcohol' were newly amended. There are now even harsher penalties for perpetrators, including increased fines and prison sentences. You must not ride your bicycle under the influence of alcohol.

2) Traffic Accidents

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

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



You must never leave the scene of an accident without contacting the police, even if you believe the damage to be insignificant. You must report the accident to the police, no matter how small, and await instructions.

3) Drugs

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

4) Interactions with Children

In Japan, even in cases of mutual consent, national law strictly forbids engaging in sexual activity with a person under 16 years of age. In cases of sexual conduct where the victim is between the ages of 16 and 18, the offender will be punished according to that local government's juvenile protection ordinance. Molestation (bodily contact, kissing, removing the underage party's clothing, etc.) is punished according to the same distinctions.

In particular, if the victim is 13 years old or younger, or if the victim is between the ages of 13–16 and the perpetrator is 5 or more years older, then the act constitutes a crime of ‘sexual intercourse without consent’ or ‘indecentry without consent’. ‘Sexual intercourse without consent’ results in a minimum five years of fixed-term prison time, and ‘indecentry without consent’ results in a fixed-term prison time between six months and ten years. In addition, secretly photographing a victim’s genitalia/private body parts or underwear is a ‘photographic crime’. Likewise, providing photographs or video of such victims is classified as a ‘crime of provision’. If the child is 16 years of age or under, then such action constitutes a ‘photographic crime’ or a ‘crime of provision’ regardless of the victim’s consent.

Furthermore, a crime of ‘demanding visitation’ applies to anyone who coerces a child 16 years of age or younger by lying or giving money/goods in order to: request a meeting for the purpose of a sexual act, physically meeting for such a purpose, or requesting sexually explicit photographs or videos.

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

In addition to non-consensual photography – which is inexcusable – you may inadvertently cause problems if you post photographs to social media websites that include classroom scenes where students’ faces are visible or subject matter that reveals personal information, even if you have good intentions. To protect the safety of students, please do not post such photos online without permission.

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

4.2 Customs and Etiquette

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

4.3 Housing

1) JET Programme participant Housing

You are responsible for your own accommodation arrangements. In some cases, contracting organisations may designate housing arrangements or suggest a service for you to use. You should confirm with your contracting organisation before making arrangements of your own.

If you decide to proceed with different housing arrangements than what is offered, the contracting organisation is under no obligation to assist in arranging new housing.

If trying to arrange housing before coming to Japan, estate agents may ask for a visa-related ‘Certificate of Eligibility’. However, due to the high number of JET Programme arrivals each year, special procedures have been taken to remove the need for individual issuance of this certificate. As such, you will not have this document. Please consult with your contracting organisation about whether your Notice of Appointment may be submitted instead.

2) Housing Costs

You are responsible for all housing-related costs, including repair, refurbishing, and cleaning fees both during your stay and when you leave. This includes moving fees in the case of change of residence, as well as commission fees when using a real estate agent or other housing service. You may need to pay the equivalent of two- to six-months’ rent immediately after arriving in Japan in order to move into housing.

Monthly rent depends on convenience of location, facilities in the room or building, apartment size, and how long ago the building was built or refurbished.

3) Choosing a Home

When making accommodation arrangements, please take into consideration how safe the accommodation and the surrounding area are. This includes checking the hazard map for your area. Please ask your supervisor about obtaining a hazard map.

Chapter 4: Living in Japan

4) Useful Housing Information

Note: LDK stands for: L = Living room; D = Dining area; K = Kitchen

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

① Washitsu (Japanese-style Rooms)

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

② Shikikin (Deposit)

The deposit is used to cover any damage to the apartment or any cleaning that is necessary when leaving the apartment. Some contracts may also stipulate that deposit will only be partially returned regardless of the condition of the apartment. It is important to clarify this at the time of entering into the contract.

③ Reikin (Key Money)

Key money is a non-refundable gratuity paid to landlords when starting a new rental agreement. Payment of key money depends on where the apartment is, how new it is and other factors.

④ Bathrooms & Toilets

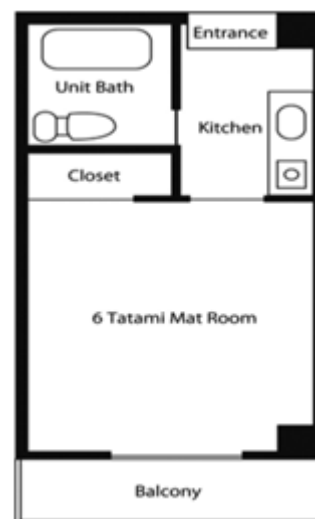
Many apartments have a unit bath combining a small, deep bathtub, as well as a shower unit and basin. Hot water is usually from a gas or electric heater. Some gas heater units have levers and buttons to operate in order to ignite the water heating unit. These units are quite common and are perfectly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

Toilets are either in the unit bathroom or in a separate toilet room. Most toilets are Western-style, though there are rare cases where older homes may include Japanese-style (squat) toilets. (For the latter, you squat facing the plumbing or hood of the fixture.)

5) Furnishing Your Home



Situations may differ between contracting organisations, but it is mainly your responsibility to prepare or purchase any items needed for living in Japan. It is important to confirm the details of your housing situation or any accompanying furniture/appliances before your arrival in Japan.



Note on futon and tatami

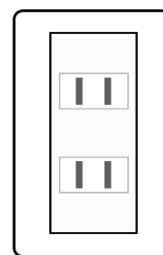
- **Futon:** *Futon* sets are laid out on the floor. A full *futon* set consists of a base *futon* (*shikibuton*) which goes directly on the floor, a *futon* that functions as a blanket, duvet, or comforter (*kakebuton*), and a pillow (*makura*).
- **Futon care:** It is a good idea to fold up the *futon* and put it away in the closet regularly. If a *futon* is left out, the *tatami* may become mouldy. As *futons* absorb body moisture, most Japanese people air out their *futons* regularly on the veranda. Try to air out your *futon* when you are home in case of sudden rain while you are away.
- **Tatami mats:** These can be vacuumed and should be wiped with a damp cloth to remove dust.

6) Questions and Problems Concerning Housing

Who to consult concerning issues or problems with housing will depend largely on the type of housing and nature of the contract. You may live in housing for teachers or other civil servants which is directly owned and managed by the contracting organisation; in this case, you should consult your supervisor.

If you live in a private accommodation with your own private contract, you should consult the management company (*kanri gaisha*) or the landlord directly if no such management company exists. Similarly, if you live in a shared house, or any such type of accommodations, you should consult directly with the management. If you need help with language, you may be able to ask your supervisor or Prefectural Advisor (PA) for help.

It is important to understand your own housing situation and who to consult about any problems, so please clarify this when first moving in.



4.4 Computers and Telephones

1) Computers

① Voltage/Plugs

Plugs in Japan dispense 100 volts on a frequency of 50 Hz for Eastern Japan and 60 Hz for Western Japan. Some homes are wired for 200 volts, so please check with your landlord. Most new laptops have a universal voltage supply which allows universal usage, which you can check in your instruction manual. You may need a Japanese plug adapter if the shape of the socket is different.

② Internet

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

2) Mobile Phone

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

You will need personal identification and several other documents in order to set up a mobile phone plan. Please check in advance what documents are required from your preferred provider.

4.5 Financial Institutions

4.5.1 Savings Account

1) Banks

Banks in Japan are open from Monday to Friday. However, many banks have short business hours and may close earlier than in other countries. Banks are closed on Saturdays, Sundays, and holidays. When visiting the bank's service counter, you may be required to take a numbered ticket. This indicates the order in which you will be served.

Opening a bank account will be one of your first concerns upon arrival. You can also apply to have your utilities (e.g. water, electricity, gas) and other bills automatically withdrawn from your account.

2) Post Offices (Japan Post Bank Account)

Post offices also provide banking services. They are generally open from Monday to Friday. Some post offices also open on Saturdays with restricted business hours. Big city offices and large branches may stay open later on weekdays and Saturdays compared to smaller branches and may even offer a 24-hour counter. You can identify post offices by their red 〒 mark.

Post offices have a separate counter for banking purposes. Money can be withdrawn or deposited at any post office nationwide through postal savings accounts (*yūbin chokinkōza*). ATMs can also be accessed from any post office throughout Japan, and automatic payment of bills is possible.

Chapter 4: Living in Japan

Japan Post English website

– https://www.post.japanpost.jp/index_en.html



Japan Post Bank website

– https://www.jp-bank.japanpost.jp/en_index.html



3) Automatic Teller Machines (ATMs)

ATMs are typically found in banks and convenience stores. Hours of operation vary by financial institution. Be aware that in many cases, a fee will be charged for using ATMs outside of the financial institution's specified hours of operation (e.g. on weeknights, weekends, and holidays) or using ATMs belonging to a different financial institution or at a convenience store.

Many ATMs have English language options, but the following guide can be used for reference.

【ATM English Operation Key Guide】

Transaction Selection Keys

Ohikidashi お引き出し Withdrawal	Ofurikomi お振込み Transfer	Zandaka Shōkai 残高照会 Check Balance
Oazukeire お預け入れ Deposit	Ofurikae お振り替え Account Transfer	Tsūchō Kinyū 通帳記入 Bank Book Update

Keypad Keys

万 (<i>Man</i>) 10,000	千 (<i>Sen</i>) 1,000	円 (<i>En</i>) Yen
確認 (<i>Kakunin</i>) Confirm	訂正 (<i>Teisei</i>) Correction	取り消し (<i>Torikeshi</i>) Cancel Transaction

4) Digital Payments

Although Japan is said to be a cash society, dematerialised means of payment have recently risen in popularity, and a number of choices are available. Depending on your digital payment solution, payments may be made online, with a phone by reading QR codes, or in a contactless way.

Note: It may not be possible to withdraw money added to a digital payment application account, so please exercise appropriate caution.

4.5.2 Sending Money Home

In Japan, there are many different methods of sending money home. Some of the main ones are listed below. The most appropriate method will depend on a number of factors such as urgency, safety, expense, and convenience.

1) Sending Money Home through the Bank

Each bank has a slightly different policy regarding sending money abroad. Some banks in Japan have connections to banking institutions abroad resulting in favourable rates and procedures. You are encouraged to shop around and find the most suitable method for your needs. Here are some money sending methods:

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

Additionally, many major banks may offer online remittance services.

2) Sending Money Home through the Post Office

For information regarding international post remittance, contact your local post office or call the English Postal Services Information.

Japan Post International Mail Enquiries

– https://www.post.japanpost.jp/int/question/tel_en.html



3) Third Party Remittance Services

There are also a number of third parties who specialise in transferring money abroad, not only from Japan, but also worldwide. Dedicated remittance services usually offer more favourable rates, and after initial registration, tend to be more convenient than major banking institutions.

Access to these services may be available online, through apps, or even at certain storefronts. Research is encouraged as there exists a wide range of different services, catering to different amounts and countries of transfer.

4.6 Personal Seal or *Hanko*

In Japan, a *hanko* (personal seal or stamp) is often used instead of a signature to confirm a person's identity or authorisation. These seals are primarily used in official situations such as opening a bank account, signing contracts, and approving official documents.

There are two basic kinds of *hanko* (personal seal): *jitsu-in* (legal registered seal) and *mitome-in* (informal, unregistered seal). A *jitsu-in* (legal registered seal) is registered by having an impression of the seal (*in-ei*) taken at the Citizens Affairs Division of your city/town hall. After registering your personal seal, you can obtain a certificate of registered seal (*inkantōroku shōmeisho*). This certificate is an important document and is required in cases such as registering a motor vehicle, buying or selling property, or taking out a loan. Please make sure that you keep your *jitsu-in* (legal registered seal) and certificate of registered seal (*inkantōroku shōmeisho*) in a safe place. You can only legally have one personal seal registered at a time.

A *mitome-in* (informal, unregistered seal) is not legally registered and is used extensively in everyday life. In the workplace, it is used as a signature for confirmations, such as approving documents, or for receiving packages.

4.7 Driving

You must receive permission from your contracting organisation in order to drive for work-related travel, but you do not need permission to own a motor vehicle or drive in your free time. When driving, you must have a valid driving licence on your person. Also ensure that you have registered for the appropriate insurance (see **4.7.3 Owning a Motor Vehicle** for more details).

In addition, please note that driving laws may differ from those in your home country, and that you are expected to obey all Japanese rules of the road (see **4.1 Observing the Laws** for more details).

4.7.1 Licenses

1) International Driving Permit (IDP)

If you come from a country that has ratified the Geneva Convention on Road Traffic, you can obtain an International Driving Permit (IDP) from your home country prior to your arrival in order to operate a motor vehicle in Japan. The kind of motor vehicle you can drive with an IDP varies according to the types A–E, so please verify your IDP type(s) when you obtain it. You can only use an IDP in Japan for a maximum period of 1) one year from the initial date of entry into Japan; or 2) until the expiration date on the permit, whichever comes first.



If you have been in Japan for more than one year and return home temporarily (less than three months) to obtain a new IDP, it will not be valid for driving in Japan. To drive in Japan from your second year onwards, you must obtain a Japanese driving license. You should also carry your passport with your IDP while driving, in order to verify the validity period conditions mentioned above.

If you possess a licence issued in France, Germany, Switzerland, Belgium, Monaco, or Taiwan, you are permitted to drive in Japan for 1) one year after the initial date of entry into Japan; or 2) until the date of expiry of the licence, whichever comes first. In that case, you must carry an official translation of your licence issued by an organisation such as the Japan Automobile Federation (JAF) as well as your passport when driving. To continue driving in Japan from your second year on the JET Programme, you must convert your home country's licence into a Japanese licence.

National Police Agency Homepage

– [https://www.npa.go.jp/policies/application/license_renewal/have DL issued another country.html](https://www.npa.go.jp/policies/application/license_renewal/have_DL_issued_another_country.html)



Chapter 4: Living in Japan

2) Converting your Home Country's Driving Licence into a Japanese Driving Licence

If you have a valid driving licence from your home country, you can convert it into a Japanese driving licence. Please note that applicants must be able to prove that they were in the country where the licence was issued for at least three months after obtaining the licence.

You can apply for a Japanese driving licence at your local Driver and Vehicle Licensing Centre (*unten menkyo sentā*, in some places known as *unten menkyo shikenjō*). There, you will submit all necessary documents and may be required to take a variety of tests in order to assess your knowledge regarding driving in Japan, as well as your ability to drive. However, some participants may be exempt from taking these tests, depending on the authority that issued their driving licence. As the procedures for obtaining a Japanese driving licence may vary according to licensing centre, make sure to check with the relevant centre.

Note: Depending on the licensing centre, the entire conversion process may take several months. We strongly recommend applying at least six months before the expiration date of your IDP (or home country's driving licence).



In some cases, your arrival flight information may be required when applying for a Japanese driving licence. We recommend safely storing your original flight ticket and confirmation emails for a smooth application process.

4.7.2 Japan Automobile Federation (JAF)

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

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

JAF websites

- English: <https://english.jaf.or.jp/>
- Japanese: <https://jaf.or.jp/>



4.7.3 Owning a Motor Vehicle

1) Buying a Motor Vehicle

If you own a motor vehicle, you may be required (depending on the type of vehicle and your municipality) to fulfil the following legal obligations. Please be aware of these before buying or otherwise agreeing to own a vehicle.

① Obtaining Proof of Parking Place

Your motor vehicle must have its own parking space. You cannot permanent park in a public car park or on the road.

Note: This may not be required in certain cases.

② Registering the Vehicle

All motor vehicles must be registered, with the corresponding number appearing on the licence plate. Licence plates must be attached to the vehicle. You need a registered personal seal (*hanko*) (Registration can be done at your local town/city hall.)

Note: This may not be required in certain cases.

③ Paying all Three of the Following Types of Taxes

1. **Environmental Performance Tax (*jidōshazei kankyōseinōwari*):** Paid only once when you buy a vehicle.
2. **Motor Vehicle Tonnage Tax (*jidōsha jūryōzei*):** Levied according to the weight of your vehicle; paid at purchase and after subsequent inspections.
3. **Motor Vehicle Classification Tax (*jidōshazei shubetsuwari*):** Paid 1 April each year.

④ Vehicle Inspection (*shaken*)

All motor vehicles must undergo and pass a periodic vehicle safety inspection. The first period of validity after the vehicle is initially registered lasts for three years, after which inspections must be carried out every two years. The cost depends on the year of registration and the weight of your vehicle. After passing the inspection, you will be issued a certificate which you must carry at all times while driving and a sticker that must be displayed visibly on the front windshield. A brand-new motor vehicle will undergo its first inspection three years after purchase.

⑤ Yearly Safety Check (tenken)

All motor vehicles are required to undergo a basic yearly safety check. (This is often done as part of the above-described *shaken*, or vehicle inspection).

2) Insurance

It is necessary to enrol in compulsory liability insurance (*jidōsha songai baishō sekinin hoken*). Liability insurance alone might not provide adequate coverage, so you are strongly encouraged to enrol in an optional comprehensive insurance (*jidōsha nin'i hoken*). You can get advice about which insurance policy is best for you by visiting an insurance broker (*hoken no madoguchi*).

3) Vehicle Disposal

When you leave Japan or otherwise need to get rid of your motor vehicle, it must be disposed of properly. You will be liable for vehicle tax until you properly dispose of your vehicle. If you are unable to sell it to another individual or trade it in at a car dealership, you will have to dispose of it (*haisha*). You can process the paperwork necessary for vehicle disposal yourself, but the paperwork and disposal are usually handled by a motor vehicle sales or disposal company. For more detailed information about the process, enquire with a company in your area.

4) Motorcycles and Mopeds

In Japan, drivers and passengers on motorcycles (three-wheeled motorcycles excluded) and scooters must wear a helmet. Motorcycles of 251 cc and above require *shaken*. It is illegal to carry a passenger on a moped (*gentsuki*), and the operator must wear a helmet. It is also illegal to carry a passenger on a motorcycle or a moped over 51 cc when:

- it is not equipped with a passenger seat, and
- the driver's motorcycle licence has been issued for less than one year (even if the driver has experience driving abroad, everyone is classified as a 'new driver' for one year after switching to a Japanese licence).

Note: These conditions may be different for motorcycles on the expressway, so please verify the relevant traffic rules.

You cannot ride any motorised bike or moped of 125 cc or less on the expressway.

Whether or not you are allowed to drive a moped in Japan depends on your type of International Driving Permit.

5) Bicycles and Electric Scooters

Bicycles are held to be a subvariety of automobiles under Japanese traffic laws and are thus subject to the same laws and traffic manners as cars while on the road. Please bear this in mind and engage in safe cycling. Also be aware of laws and rules regarding bicycles as a driver or pedestrian, and bear in mind safe conduct for all involved.

Please be aware that according to November 2024 national traffic laws, distracted cycling (e.g. cycling while using a phone) and cycling under the influence of alcohol may result in legal penalties.

Electric scooters may be used without a licence so long as they fulfil the following conditions to meet the category of 'special small motor vehicles' under Japanese law:

Size

- 190 cm or less in length
- 50 cm or less in width

Construction

- Utilises an electric motor of 0.6 kW output or less
- Cannot reach speeds in excess of 20 km/h
- Does not allow adjusting top-speed mode while riding
- Uses an automatic transmission
- Is equipped with top speed-mode indicator light (green, lights up for driving, dims for walking)

Electric scooters which do not fulfil these requirements will be recognised as mopeds or motor vehicles and require a driving licence to use. Please note that even 'small special motor vehicles' cannot be operated by those under 16 years of age. In addition, it is illegal to operate these vehicles while under the influence of alcohol or other drugs.

Tokyo Metropolitan Police Department English Traffic Rules Page

- https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/traffic_safety/traffic_rules/index.html



Chapter 4: Living in Japan

6) Miscellaneous

With the rise of subscription services across markets in Japan in recent years, the number of choices for vehicle ownership involving monthly payments, including leases, has risen. You may look into methods such as leases or mid- to long-term rental agreements, among others. Please consult with your contracting organisation or other local resources.

!	<p>When selling, purchasing, or receiving an automobile or motorcycle from another person (including another JET Programme participant), please be sure to refer to the guidelines outlined above. In Japan, the disposal of a motor vehicle takes both money and effort. Please be aware of the disposal process before you agree to own a vehicle.</p> <p><u>You must not abandon or give away a vehicle to a friend and leave Japan without filing the proper paperwork.</u></p>
----------	---

4.8 Travelling Abroad

1) Vaccinations

Ask your travel agency if vaccinations are necessary when travelling to your chosen destination. Additionally, confirm the current requirements for re-entry into Japan.

2) Passport

When travelling overseas, you should make a copy of the photo page of your valid passport, as well as a copy of the page(s) that show your status of residence and period of stay. These copies should be kept separately from your physical passport.

If you lose your passport abroad, contact your home country embassy in the country you are visiting to apply for a new one.

3) Re-entry Permit

When exiting Japan with a valid passport and residence card, you can re-enter Japan within one year from departing or until the period of stay expires, whichever comes first, without needing to apply for a normal re-entry permit.

!	<p>When leaving Japan, be sure to tick the box on the Embarkation (ED) Card for Reentrant that says: '<u>I am leaving Japan temporarily and will return</u>' and present it along with your residence card at Immigration.</p>
----------	--

Note: Your period of stay cannot be extended while outside of Japan.

I lost my residence card abroad

- If you lose your residence card abroad, file a report with the police to obtain a Lost Property Report, a Stolen Property Report, or similar documentation as proof of your lost card. You can re-enter Japan without the lost card. However, you are required to submit some proof of your status of residence, period of stay, etc. while acquiring your boarding pass at the port of departure. In such a case, contact your contracting organisation and ask it to obtain a proof of re-entry permit from the Immigration Bureau and forward it to you.
- Make sure to promptly apply to reissue your residence card from your local Immigration Bureau within 14 days of re-entering Japan.

4) Checklist Before you Leave your Apartment for a Long Period of Time

- Turn off the gas supply (if applicable).
- Turn off the water supply.
- If it's winter and you live in a cold region, drain your pipes after turning off the water supply.
- Pay your rent and bills or arrange having them paid while you are gone.

5) Miscellaneous

- Leave your itinerary and emergency contact numbers with your contracting organisation and supervisor in case of emergencies. It is also a good idea to leave your itinerary with friends or family at home.
- Contact your embassy or check the website of your home government's foreign office for travel advice.
- When in doubt, ask the embassy of the country you wish to visit what the customs restrictions are and whether you need to obtain an entry visa.
- When you leave Japan, you will need to fill in an Embarkation and Disembarkation Card for Re-entrant. The disembarkation card will be attached to your passport. Do not remove it. You will need it when you return to Japan.
- When you return to Japan, you can use the Residence Card Holder line at Immigration.
- Check what articles are prohibited from being brought into Japan.
- JET Accident Insurance may apply in the case of accidents occurring in your home country. For more details, please refer to the following website: <https://jetprogramme.org/en/current/support/insurance-taxes/>



4.9 The Association for Japan Exchange and Teaching (AJET)

AJET (Association for Japan Exchange and Teaching) is an independent voluntary organisation of JET Programme participants, with the primary purpose of fostering friendship and mutual assistance among participants, as well as participation and cooperation in international exchange activities at the local level.

It is split into two main sections: National AJET and local AJET chapters. National AJET operates on a national scale, including issuing publications and newsletters and providing information to members through workshops throughout Japan. Local AJET chapters operate on a local level and in accordance with their region's unique needs. Their activities include cooperating with host prefectures/designated cities and participating in post-arrival orientations as well as engaging in local international exchange and friendship activities.

Outline of AJET

- <https://jetprogramme.org/en/current/community/ajet/>

National AJET website

- <https://ajet.net/>



4.10 Multilingual Information about Living in Japan

The Ministry of Justice has created a website to help non-Japanese residents (via the Immigration Services Agency website). You can access it from this link: <https://www.moj.go.jp/isa/support/portal/?hl=en>



Chapter 5 Safety

5.1 Security	68	5.3 Discrimination against Foreign Residents in Japan	71
1) Home Security Tips	68	5.4 LGBTQ in Japan	71
2) What to do if you are involved in an accident or if you become the victim of a crime	68	5.5 Sexual Harassment	72
3) Police in Japan	68	1) Prevention	72
5.2 Fires, Natural Disasters, and Contact Information	68	2) How to respond in the moment	72
1) Fires: Safety Tips	68	3) What to do next	72
2) Natural Disasters	68	5.6 Sexual Assault	72
3) Emergency Contact Details / CLAIR Safety Confirmation System	69	1) Prevention	72
4) Disaster Emergency Contact System	69	2) What to do if you feel threatened or at risk of sexual assault	73
5) Property Insurance	69	3) What to do immediately after sexual assault	73
6) Emergency Pocket Guide and Other Resources	70		
7) Disaster Preparedness Drills	70		

Chapter 5: Safety

5.1 Security

Japan is known as a safe country. However, this does not mean that crime is inexistant.

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

1) Home Security Tips

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

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

1. If you are injured, call a friend, colleague, or interpreter. Go to a hospital and call the police. For information about what to do in the case of sexual assault, please refer to **5.6 Sexual Assault**.
2. If you are sexually assaulted, to aid in the police investigation, do not take a shower until you have been seen by a doctor. Call a friend or colleague, and ask them to help by accompanying you to a hospital and helping you call the police, etc.
3. Speak to your supervisor or to a colleague. Describe what happened, what you want to be kept confidential and what actions might improve the situation. Keep in mind that your supervisor may need to report or consult with their superiors in order to move forward in resolving the problem.
4. Discuss what to do to prevent the crime from reoccurring and what to do if it reoccurs.
5. Inform the host prefecture/designated city and any other relevant authorities (police etc.) if necessary.
6. Seek counselling if necessary.

3) Police in Japan

The police in Japan patrols the streets and educates the public on crime prevention and traffic safety, helping to ensure citizens' well-being regardless of the time of day. Therefore, if you witness a traffic accident or incident, or even if you are simply walking in your town on a weekend, you may be approached by a police officer. As public safety is a top priority, the police have the right under Japanese law to ask you questions, and you are required to fully cooperate. Non-Japanese residents are often asked to produce a residence card, so make sure you always carry your residence card on you when you leave the house.

For information and enquiries on police-related matters besides urgent incidents and accidents, you can dial #9110. This service is usually available Monday–Friday, 08:30–17:15. (Please note that the hours and languages available may vary by prefecture.)

5.2 Fires, Natural Disasters, and Contact Information

In case of a fire or natural disaster, please protect yourself and put your safety first. See the information below about safety tips, contact information, and how information is disseminated during a disaster. If you are using a smartphone, download the Safety Tips and other information apps (see **6.4 2) Useful Apps and Websites for Emergency Situations**) and be sure to register with CLAIR's Safety Confirmation System (Emergency Call).

1) Fires: Safety Tips

Confirm the locations of fire extinguishers. In the case of a fire, yell '*kaji da!*' (fire) and call 119. Evacuate if necessary.

2) Natural Disasters


Japan is prone to earthquakes, landslides, typhoons, floods, tsunamis, tornadoes, and volcanic eruptions. You should prepare ahead of time, not put yourself in danger. Your municipality will have emergency measures in case a disaster occurs, so please make sure to consult your municipality for more information.

In addition, please be sure to register your information with your embassy in Japan. Check your embassy's website or contact them via phone registration procedures.

Every neighbourhood has a designated area where citizens can gather in the event that a natural disaster or fire occurs or when gas, power, or water supplies are disrupted. Find out beforehand where the closest evacuation area is by consulting with neighbours, your local town office, or by checking the Japan Shelter Guide app. In addition, please make sure to ask your landlord and contracting organisation whether there is a set procedure to follow in case of emergency (at home and at work).

3) Emergency Contact Details / CLAIR Safety Confirmation System

CLAIR has implemented the Safety Confirmation System (Emergency Call) for confirming JET Programme participants' safety in the case that a disaster occurs. Once you arrive in Japan, you are required to register with CLAIR's Safety Confirmation System (Emergency Call).

!	<p>Registration Information</p> <p>You can register and update your emergency contact information via links on the following JET Programme webpage: https://jetprogramme.org/en/current/support/emergency-support/</p> <p>Note: Only register your information <u>after you have arrived in Japan</u>.</p>	
----------	---	---

Additionally, you are expected to give your emergency contact details to your supervisor. If a natural disaster occurs, please notify your supervisor about your status as soon as you can. In addition, respond to emails from the Safety Confirmation System (Emergency Call) as soon as you can. In the case of multiple strong earthquakes, please respond to each email that you receive.

4) Disaster Emergency Contact System

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


① Who to Contact?

In the event of a disaster, you have to make contact with your contracting organisation as soon as possible and inform them of your situation. If you cannot make contact with your contracting organisation, you have to contact your host prefecture/ designated city, and in cases where you cannot reach them, contact CLAIR directly.

② How to Reach Out?

Contact should be made via telephone or email. Always include your full name, current status, contact details and JET number if you know it.

In addition, please respond to each safety confirmation request that you receive from CLAIR's Safety Confirmation System (Emergency Call). Your host prefecture/designated city (Prefectural Advisor) may also maintain a separate safety confirmation system. Please respond to both if this is the case.

!	<p>Saigai-yō Dengon Dial (Tel: 171)</p> <p>This is a service that becomes available following a disaster when it becomes hard to reach people in the affected areas due to an increase in calls. People outside the area can listen to recorded messages made by those in the affected area regarding their safety, etc. Similarly, people outside the area can send messages to people in the affected area.</p> <p>Activation of the NTT <i>saigai-yō dengon</i> dial service will be notified via the radio, television, and other broadcasting systems. You can use the service by dialling 171 and following the guidance in Japanese to record or listen to messages.</p> <p>Please note that this service is not available in languages other than Japanese, but information on how to use this service in English is available on the following website:</p> <p>https://www.ntt-west.co.jp/dengon/english/way/record.html</p>	
----------	--	---

5) Property Insurance

You are not provided with property insurance. Please consider purchasing property insurance (for fires, earthquakes, etc.). You are responsible for the costs.

Chapter 5: Safety

6) Emergency Pocket Guide and Other Resources

CLAIR makes the *Emergency Pocket Guide* which is distributed at orientation. It can also be downloaded via the link below.

① **Emergency Pocket Guide (CLAIR)**

- <https://jetprogramme.org/en/current/support/emergency-support/#pocket-guide>



② **'My Timeline' Emergency Disaster Response Video for Foreign Nationals (CLAIR)**

- <https://www.youtube.com/watch?v=bgiwMMd2-04>



③ **Safety Tips (Japan Tourism Agency App)**

- <https://www.rcsc.co.jp/safety-tips-en/>
- The Safety Tips app notifies you with earthquake early warnings, tsunami warnings, volcano warnings, weather warnings, and Civil Protection Information issued in Japan. It is available in 15 languages: English, Chinese (simplified/traditional), Korean, Spanish, Portuguese, Tagalog, Indonesian, Vietnamese, Nepali, Thai, Khmer, Burmese, Mongolian, and Japanese.



④ **'Easy to Understand Weather Phenomenon and Natural Disasters' Video Series (Japan Weather Association)**

- The Japan Weather Association (JWA) produces the '*Easy to Understand Weather Phenomenon and Natural Disasters*' video series to spread knowledge and increase awareness about the dangers of natural disasters. CLAIR assists JWA by supervising the translation of English subtitles for this series.
- Listing available on the JET Programme Disaster and Emergency Support Page:
<https://jetprogramme.org/en/current/support/emergency-support/#video-series>



⑤ **Japan Shelter Guide App (1st Media Corporation)**

- <https://www.hinanjyo.jp/>
- Provides a map of emergency shelters and can also display hazard maps for your area including landslide and inundation risks (available in both English and Japanese).



7) Disaster Preparedness Drills

Your local region or place of work will often regularly have disaster preparedness drills. Please be sure to participate in these drills. It is essential that in the event of a natural disaster, you know where to evacuate and what to do. If you are not provided a role or explanation of these drills at your place of work, please ask for one.

5.3 Discrimination against Foreign Residents in Japan

Japan has historically been perceived as a homogeneous society, and foreign residents, who make up only around 2% of the population, can easily stand out in both small communities and big cities across the country. Because of this, it is possible to experience various forms of discrimination, including racism, colourism, bias etc. and they may manifest in overt or subtle ways.

Examples of discriminatory treatment may include, but are not limited to, the following

- Housing discrimination (e.g. being denied an apartment based on nationality)
- Job/workplace discrimination (e.g. being rejected from a job or ostracised at work based on nationality)
- Refusal of service
- Microaggressions

Foreign residents of different racial and ethnic backgrounds may experience discrimination differently or at varying severities.

Consultation Centres for Foreign Residents in Japan Experiencing Discrimination

- The Ministry of Justice encourages residents who experience discrimination and/or bullying on the basis of their racial or ethnic background to consult one of their human rights centres across the country. The Ministry of Justice’s Human Rights Bureau also offers a human rights consultation hotline and online counselling services with multilingual support.
- For more information on these services, please visit the website below:

Ministry of Justice Human Rights Counselling for Foreign Residents

- <https://www.moj.go.jp/JINKEN/jinken21.html>
- Many local authorities also offer general consultation services for foreign residents. For a comprehensive list, please visit the following page on CLAIR’s website: <https://www.clair.or.jp/e/multiculture/consultation-services/consultation-centers.html>



5.4 LGBTQ in Japan

With the aim of actualising a society accepting of diverse sexual orientations and gender identities, the Act on Promoting Public Understanding of Diversity in Sexual Orientation and Gender Identity, otherwise known as the LGBT Understanding Promotion Act, was passed in Japan on 23 June 2023.

While surveys have attempted to collect data on the proportion of LGBTQ individuals in Japan, results have varied across surveying organisations and survey methods. However, it is believed that 3–10% of the population in Japan identifies as LGBTQ.

LGBTQ individuals may experience various forms of discrimination. Examples include, but are not limited to

- A job applicant having their interview cut short upon revealing their sexuality or gender identity in response to a question about marriage
- A patient at a medical facility being called by their deadname
- A same-sex couple being denied an apartment on the basis of their relationship

Although same-sex marriage is not recognised in Japan, certain municipalities across Japan have implemented a partnership system in which same-sex couples can register and obtain an official certificate recognising their partnership. For information as to whether or not a partnership system is enacted in your area, please enquire with your municipal government.

LGBTQ Resources

- The Ministry of Health, Labour and Welfare recommends that individuals experiencing concerns or anxieties about their sexuality or gender identity receive consultation through the ‘Yorisoi Hotline’. This hotline has dedicated foreign-language lines in 10 languages. <https://www.since2011.net/yorisoi/n4/>
- **Available languages:** English, Chinese, Korean, Tagalog, Portuguese, Spanish, Thai, Vietnamese, Nepali, Indonesian (Support in other languages may also be provided. For more information, visit the website below.)



Chapter 5: Safety

5.5 Sexual Harassment

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

1) Prevention

The best thing you can do to ensure your safety is to take the same precautions as you would in your home country.

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

2) How to respond in the moment

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

3) What to do next

- Speak to your supervisor or colleague. If you are sexually harassed by your supervisor, talk to a trusted colleague if possible. Say what happened and what you want to keep confidential. Discuss what you can do or would like to be done.
- Be aware that if you want some sort of action to be taken, other people, including the harasser, will likely be involved.
- Keep a paper trail of any incidents, including time, place, etc.
- Do not blame yourself.

Note: See [8.7 Sexual Assault Enquiry / Consultation Centres](#) for a list of Sexual Harassment Enquiry Centres and resources.

5.6 Sexual Assault

There have been cases of JET Programme participants being the victims of sexual assault. Many assaults are committed by someone close to the victim, and there have been sexual assault cases between JET Programme participants. There have also been instances of inappropriate physical contact in trains and other public areas (known as *chikan*, or groping), as well as the secret taking of inappropriate photos while riding escalators or climbing stairs (*tōsatsu*, sneak photography). These are serious crimes. Below, you will find steps that you can take to help avoid the risk of sexual assault, as well as what to do if you become a victim of sexual assault. Remember that sexual assault can occur in any situation. It is not the victim's fault, and it is your right to seek assistance.

1) Prevention

Most cases of sexual assault occur on the streets, in residential buildings, inside of train stations, or in crowded trains. Many cases involve people you know, so please remain cautious at all times. Below are some preventive measures:

① On the way home

- When going home, walk in groups, with your friends or co-workers. If you are going home at night, have friends or family come pick you up.
- If you must go home alone, choose well-lit and populated areas and avoid preoccupations, like walking while using your smartphone or listening to music.
- Since sexual assault often takes place close to home, when taking a taxi, be sure to be dropped off at the entrance of your home and not before then.
- Be aware of your surroundings when going home, as perpetrators will often observe their victim going out at night (for example to the convenience store, etc.). Avoid walking while listening to music or using your smartphone at night.
- Carry a personal alarm (*bōhan būsā*, available for purchase at home centres, shopping malls, and electronic stores), have a crime prevention app (such apps are provided by local government police agencies and include maps showing where crimes have been committed, personal alarms, groping deterrent functions, among other features) predownloaded, or have your phone ready to dial the police.

② At home

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

③ Other things to keep in mind

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

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

- Contact the police.
- Go into a nearby convenience store and ask for help.
- Sound a personal alarm.
- Try to remember the offender's clothing, their face, height, and what they look like.

3) What to do immediately after sexual assault

① Take a few deep breaths

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

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

② Make sure you are safe

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

③ Preserve evidence of the crime

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

In addition, if you are the victim of rape, bring your clothing along with other evidence to the police or hospital; be sure not to wash your clothing. Take each article of clothing and separate them into different paper bags. Do not use plastic bags. Do not clean the area where the rape took place and try to preserve the scene of the crime.

④ If you report the crime to the police

Dial 110 or visit a *kōban* (police box). You can also ask nearby people or those at a convenience store or similar place to help you report the crime to the police. Ask for an interpreter if needed and follow the police's directions. The police will check on you and conduct a medical examination at the hospital. They will respect your experience and privacy to the utmost degree.

Chapter 5: Safety

⑤ If you are hesitant about going to the police

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

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

2. If you are hesitant about going to the police because you do not want your co-workers or acquaintances to know you were sexually assaulted, or if you were sexually assaulted by a co-worker or acquaintance

- The police must ensure privacy and protect the victim's confidentiality. Please know it is safe to talk to them.
- If it is difficult for you to talk to the police, then try to visit an organisation such as a sexual assault relief centre, so that you can receive counselling and medical care.
- If you are a woman, taking an emergency contraceptive pill within 72 hours after the assault will almost always prevent unwanted pregnancies. If you are afraid of STDs/STIs and unwanted pregnancy, consult with a medical professional or visit a Sexual Assault Relief Centre (dial #8891).

Sexual Assault Relief Centres

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

Please see Appendix **8.7 1)Sexual Assault Relief Centres** for contact information.

Chapter 6 Health and JET Programme Support System

6.1 Health	76	6.1.4 Mental Health	80
1) Finding a Doctor	76	1) Mental Health Subsidy	80
2) Medical Emergencies	76	2) CLAIR Counselling	80
6.1.1 Going to the Hospital/Clinic	77	3) AJET Peer Support Group	80
1) Medication	77	6.2 Culture Shock	81
2) Medical Expenses	77	6.3 JET Programme Support System	82
6.1.2 Pregnancy and Maternity	78	1) Overview	82
1) Pregnancy	78	2) Examples of Who to Contact	82
2) Maternity Leave and Compensation	78	6.4 Emergency Response	83
3) Prenatal and Birth Expenses	78	1) Emergency Situations	83
4) Birth Registration	79	2) Useful Apps and Websites for Emergency Situations	83
5) Contraception	79		
6.1.3 Health Examinations	80		
1) Workplace Health Examinations	80		
2) HIV/AIDS	80		
3) Sexually Transmitted Illnesses	80		
4) Allergies	80		

Chapter 6: Health and JET Programme Support System

6.1 Health

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

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

1) Finding a Doctor

There may be one or several larger hospitals, as well as some smaller specialised clinics in your area. Both hospitals and clinics will likely have days when they are closed for outpatient care, so if you require a regular or particular treatment or doctor, it is best to find a few different options nearby and be aware of their clinic hours. If you find it difficult to get help or find information about doctors in your area, please consult your supervisor and colleagues at work or the AMDA International Medical Information Centre (see **8.9 Ministry of Health, Labour and Welfare: Medical Information Net (NAVII)**).

In many countries, it may be normal to first visit a family doctor, who will then refer you to a specialist if necessary; on the other hand, in Japan it is common for people to directly visit a specialist clinic based on their symptoms.

Therefore, visiting a doctor can be less stressful if you learn what clinics you should visit for specific symptoms. Below is a list of common symptoms and relevant medical departments.

Symptoms	Medical Department
Fever, cold symptoms	内科 (<i>naika</i> , internal medicine)
Abdominal pain, nausea	消化器内科 (<i>shōkakinaiika</i> , gastroenterology) or 内科 (<i>naika</i> , internal medicine)
Skin rash, itching	皮膚科 (<i>hifuka</i> , dermatology)
Eye pain, red eye, ocular troubles	眼科 (<i>ganaka</i> , ophthalmology)
Ear pain, sore throat, nasal congestion	耳鼻咽喉科 (<i>jibiinkōka</i> , otolaryngology ear/nose/throat)

When going to the hospital, you should bring any medication you have been taking, as this may help the doctor determine your symptoms. You should also keep in mind that you may need to obtain a doctor's certificate (*shindansho*) to qualify for sick leave (*byōkyū*).

The *shindansho* normally costs a few thousand yen which you are responsible for paying. You should check with your supervisor in advance about procedures for using sick leave.

The Japanese Ministry of Health, Labor and Welfare maintains the following online medical institution search tool, 'Medical Information Net (NABII)', to accommodate searches for medical institutions across Japan. Searches can be conducted according to a host of criteria, in various languages:

<https://www.iryō.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>



In addition, the Japan National Tourism Organization maintains the 'Guide for when you are feeling ill' online search tool, allowing searches for medical providers by region and other criteria including specialty and onsite multilingual support:

https://www.jnto.go.jp/emergency/eng/mi_guide.html



When in doubt, fellow JET Programme participants and workplace staff (especially school nurse staff for ALTs and SEAs) make excellent resources for finding local clinics.

2) Medical Emergencies

In a medical emergency, call an ambulance (Tel. 119) and say: '*kyūkyūsha onegai shimasu*' ('Please send an ambulance'). Next, tell the operator: 1. the address of your current location, 2. the symptoms of the person requiring treatment, 3. the age of the person, and 4. your own name. If you do not know the address of the current location, please describe nearby buildings or traffic intersections that may serve as landmarks. Once the ambulance arrives, please follow the instructions of the paramedics.

6.1.1 Going to the Hospital/Clinic

Although appointments can be made at some clinics and hospitals, most see patients on a first-come, first-served basis. Depending on the clinic or hospital, reservations may be taken online, via email, via the phone, or any other way. Before going to a clinic or a hospital, check in whether via their website or on the phone how appointments are taken.

Here is how a typical visit unfolds

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

1) Medication

Japanese medication comes in mainly powders and tablets, and what is available may be weaker than the equivalents in your home country. Powders are usually provided in one-dose packets which are taken with a glass of water. Doctors normally prescribe medication which is covered by insurance. You can receive prescription medication either at a pharmacy inside a clinic or hospital, or at an external pharmacy. Patients often receive a different medication for each symptom, and you may find yourself going home with a large bag of medication intended only for three or four days. You should not be afraid to ask for clarification about what the medication is and what it is for.

2) Medical Expenses

Medical expenses in Japan are not prohibitively expensive, and health insurance ensures access for all those requiring medical attention. Please remember that the mutual aid health insurance, which you are required to pay into, covers in principle 70% of your medical costs (dependants are covered for the same amount). The JET Accident Insurance policy can cover the remaining 30% in certain cases. (Dependants are not covered by the JET Accident Insurance Policy.)

For more details, see **2.6 Insurance**.

!	<p>Dental Care</p> <p>Your health insurance will generally not cover cleaning and check-ups, but will cover treatment. However, you may present your insurance card or My Number card and confirm whether the dentist accepts insurance, as costs tend to be quite high</p>
----------	--

Chapter 6: Health and JET Programme Support System

6.1.2 Pregnancy and Maternity

1) Pregnancy

Home pregnancy tests are available at pharmacies. After a physician has confirmed it, you must register your pregnancy at your municipal office. You should confirm what documents are necessary for the registration procedure. You will then receive the 'Mother and Child Health Handbook' (*boshi kenkō techō*). This handbook will record the course of the pregnancy, birth, and the baby's growth and immunisation until the age of six. You will need to take this book to prenatal visits, birth, and subsequent post-birth visits to the doctor with your child.

2) Maternity Leave and Compensation

The *JET Programme's Proposed Terms and Conditions* include maternity leave both before and after the birth, but there is a possibility that your contracting organisation has not included it. You should check your own Terms and Conditions carefully.

Please be assured that even if it is not explicitly written in your Terms and Conditions, maternity leave is guaranteed both before and after birth by the Labour Standards Law. While on maternity leave (before and after the birth) your health insurance will provide you with a maternity allowance, on the condition that you are not receiving remuneration during this period. This system is designed to ensure the wellbeing of the insured and their family, and to allow them to prepare before, and recuperate following the birth of their child with peace of mind.

The maternity allowance covers a period of 42 days (98 days for multiple births) prior to the expected date of birth (plus any number of days until actual delivery if the birth is overdue) and 56 days after delivery. However, if your remuneration during maternity leave is higher than the maternity allowance, you will not be eligible to receive the maternity allowance. To receive this maternity allowance, you may need to apply at your local Japan Health Insurance Association (*zenkoku kenkō hoken kyōkai*) branch using the 'Health Insurance Maternity Leave Allowance Application' (*kenkō hoken shussan teate-kin shikyū shinseisho*) available at that office. Applying as soon as possible is recommended, as payments take time to be approved. The application form requires your place of work details to verify the actual number of days you were on unpaid leave, and they must state both the expected date of delivery and actual date of delivery. It is possible to apply in one go if you apply after returning to work. However, you may also submit the application covering the prenatal part of the maternity leave period before birth.

You must apply for receiving benefits within two years of the first date on which the unpaid leave began. For details about the paperwork, please consult your supervisor.

In addition, if you are covered by employment insurance, you are entitled to childcare leave benefits (*ikuji kyūgyō kyūfukin*) to allow you to take a leave of absence from work to care for your child, if your child is under one year old (under one year and two months old if both parents are taking the leave, and up to two years of age if the child cannot be placed in a daycare centre) when certain requirements are met. The benefit amount is two-thirds of your wage until 180 days from the start of the leave, and half of your wage after the 181st day.

Please ask your supervisor for more details of the paperwork.

You should also make sure to consult the Welfare (*fukushi*) Department of your local city hall, as well as the Human Resources department of your workplace to ensure that you receive all the support for pregnancy and childbirth that you are entitled to.

3) Prenatal and Birth Expenses

You may have to get accustomed to different methods of pre- and postnatal care, and different attitudes towards parenthood compared to your home country. You should also consider the expenses associated with pregnancy and delivery.

Employees' Health Insurance does not cover the cost of normal maternity and obstetric (pre- and postnatal) care as normal pregnancy and birth is not considered an illness. However, the insurance does cover the cost of a caesarean section and other complicated birth procedures.

Upon delivery of a child by the insured or a dependant, the insurance will award a one-time fixed payment for childbearing expenses (*shussan ikuji ichijikin*) of 500,000 yen for each child born. That amount is paid by the insurance directly to the medical facility. It is also possible to have the payments made directly to the insured. The average cost of bearing a child in Japan is 400,000–1,000,000 yen (for higher grade facilities) for the usual five- to seven-day stay. Please check with your supervisor to see that the proper forms are filled out when you wish to make a claim.

4) Birth Registration

Newborn children must be registered at the municipal office within 14 days of birth. You should confirm with your municipal office what documentation must be submitted at that time.

Other reminders include

1. You must register your baby as a dependant on your mutual aid associations (health insurance) within 30 days of birth.
2. If your child needs non-Japanese nationality, you must obtain a passport for your child from your embassy.
3. If your child stays in Japan, you must apply for resident status. Please ask your local Immigration Bureau for more details.

5) Contraception

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

Diaphragms are available in Japan but are not commonly used. IUDs (intrauterine devices) are also not widely used, nor covered by health insurance. As a result, it can be expensive to obtain or replace one. If necessary, it is recommended that you carefully research prices and available locations in advance.

If you wish to use a birth control pill as a form of contraception while in Japan, you will need to see a gynaecologist who will prescribe you a suitable birth control pill. You should ask your contracting organisation or other participants in your area if there is a doctor nearby that they can recommend. If you are planning on having an extra supply sent from home, you may only be sent one month worth at a time (which must include your prescription and a note from your doctor in the package). Please see **1.4.5 Medication, Medical Products, Cosmetics, and Medical Equipment** for more information on bringing or sending medication to Japan.

The morning-after pill (*kinkyū hinin yaku*) is a form of emergency contraception to be taken within 72 hours of intercourse, available at some family planning clinics and general hospitals.

If you require a morning-after pill, you can book an online or in-person consultation to receive a prescription.

As of February 2026, the morning-after pill is also available over the counter in some pharmacies. You are more likely to find success if you confirm the availability of the morning-after pill by calling the pharmacy you wish to visit ahead of time. Please note that you are required to take the morning-after pill at the pharmacy in the presence of a pharmacist. In addition, the pharmacist may only sell the morning-after pill to the person who is planning to take it (e.g., the person at risk of pregnancy).

Due to the urgent nature of receiving and taking the pill (within 72 hours), the Ministry of Health, Labour and Welfare maintains the following page in Japanese with lists by prefecture and designated city of clinics and hospitals providing prescriptions for the pill. Although the page is only available in Japanese, it may act as a starting resource. Additionally, the Ministry of Health, Labour and Welfare maintains a page in Japanese which lists pharmacies and other retail stores where the morning-after pill is available for purchase.

List of clinics and hospitals that provide prescription for the pill (Japanese only)

- https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000186912_00002.html

List of pharmacies where the morning-after pill is available for purchase (Japanese only)

- https://www.mhlw.go.jp/stf/kininkyuuhininyaku_00005.html

Information about the morning-after pill (when to take, secondary effects) (UK National Health)

- <https://www.nhs.uk/contraception/methods-of-contraception/emergency-contraceptive-pill-morning-after-pill/>



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

Chapter 6: Health and JET Programme Support System

6.1.3 Health Examinations

1) Workplace Health Examinations

It is mandatory for employers in Japan to provide a health check-up for employees, and a mandatory requirement of continued employment to undergo these basic health inspections. These yearly inspections may be conducted at the workplace or require travel to an offsite clinic at a designated date and time. Depending on the results of this check-up, you may be asked for additional (voluntary) follow-ups. If you have questions or are worried about personal comfort during any of the check-ups, please consult your supervisor. For more information, see **3.5 Frequent Issues and Concerns**.

2) HIV/AIDS

HIV testing is widely available, and anonymous testing is available in most cities, but English services are limited. Please see **8.8 Helpline Overview** for HIV/AIDS hotlines.

3) Sexually Transmitted Illnesses

STI testing (*seibyō kensa*) is typically available at gynaecology (*fujinka*) or urology (*hinyōkika*) clinics and departments, or at STI specialty clinics. Relevant institutions can be found using the multilingual search tools listed in **8.9 Ministry of Health, Labour and Welfare: Medical Information Net (NAVII)**.

4) Allergies

Allergy tests (*arerugī kensa*) are generally available at internal medicine (*naika*) clinics and departments. Relevant institutions can be found using the multilingual search tools listed in **8.9 Ministry of Health, Labour and Welfare: Medical Information Net (NAVII)**.

6.1.4 Mental Health

If you are feeling down and would like someone to talk to, you should talk with your supervisor and colleagues at your contracting organisation, or with fellow JET Programme participants. There exist various other mental health support services available (see **8.8 1) Mental Health Helplines**).

1) Mental Health Subsidy

For more severe issues, we recommended you seek professional counselling at a mental health institution as soon as possible. CLAIR provides a 50% subsidy for counselling costs not covered by the Japanese health insurance, when undertaken through a specialised institution, either in Japan or overseas (up to 30,000 yen per participant per fiscal year).

URL: <https://jetprogramme.org/en/current/support/mental-health-support/#counselling-assistance>



2) CLAIR Counselling

CLAIR also provides free counselling via email and video call. In order to use this dedicated service, you will need a password and initial login username. Please refer to the monthly 'CLAIR News' email newsletter or ask your contracting organisation for more details.

URL: <https://jetprogramme.org/en/current/support/mental-health-support/#counselling-service>



3) AJET Peer Support Group

National AJET offers a number of services to help support JET Programme participants in their lives in Japan. The AJET Peer Support Group (PSG) is a confidential listening and resource line for JET Programme participants. Staffed by trained volunteers, a member of the PSG is available at night from 20:00 to 01:00, 365 days a year via Microsoft Teams under 'AJET Peer Support Group' (Search on Teams: 'ajetpsg@gmail.com'). All calls are confidential, and callers can remain anonymous.

URL: <https://jetprogramme.org/en/current/support/mental-health-support/#ajet-psg>



6.2 Culture Shock

When introduced to an unfamiliar and foreign environment, many people experience a form of culture shock due to unfamiliarity with their host culture. Culture shock comes in many forms. Below is a selection of materials provided by various governmental agencies and support organisations regarding experiences with and methods of addressing culture shock. You are encouraged to consult them prior to and during your time in Japan.

U.S. Department of State Bureau of Educational and Cultural Affairs

- <https://exchanges.state.gov/non-us/adjusting-new-culture/>



The UK Council for International Student Affairs (UKCISA)

- <https://www.ukcisa.org.uk/student-advice/life-in-the-uk/facing-culture-shock/>



Government of Canada Travel and tourism

- <https://travel.gc.ca/travelling/publications/living-abroad#whilelivingabroad/>



Tokyo English Life Line (TELL)

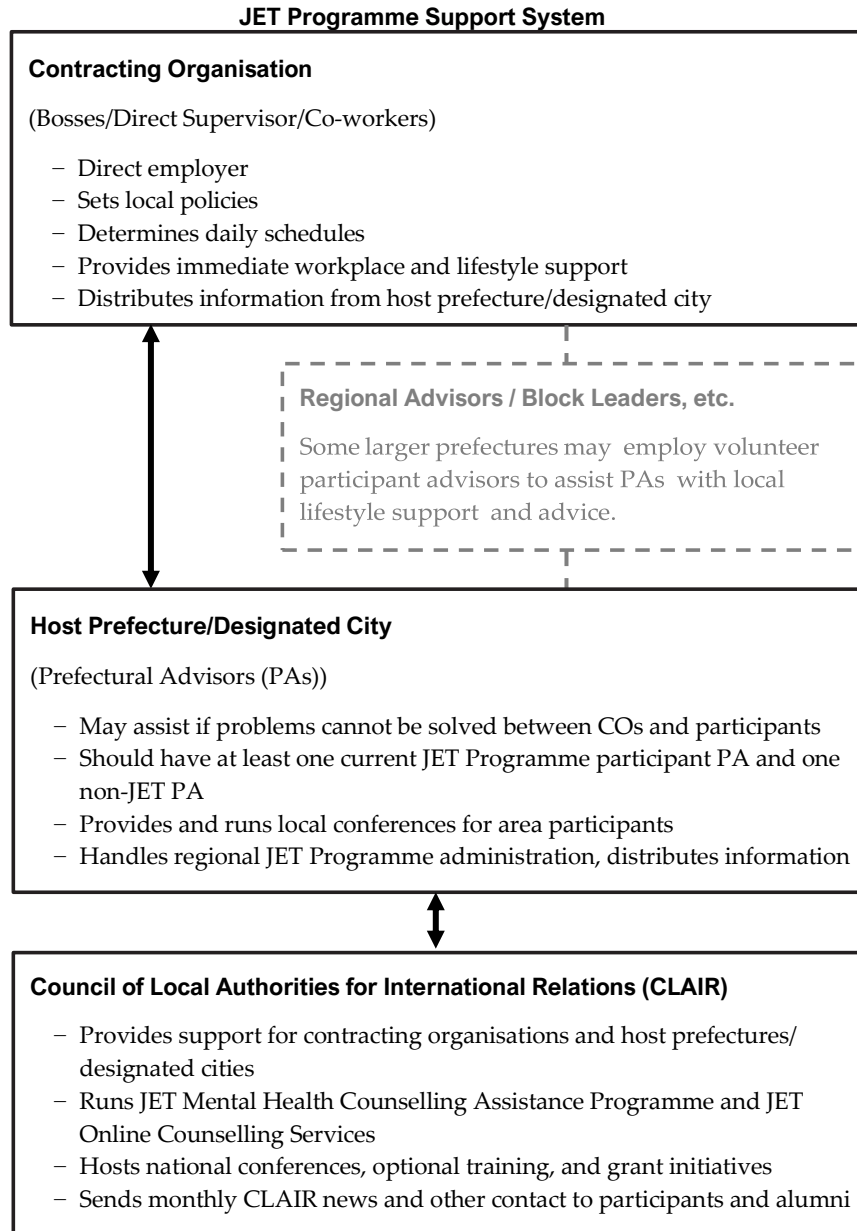
- <https://telljp.com/resources/culture-shock/>



6.3 JET Programme Support System

1) Overview

The diagram below shows the support system in place for JET Programme participants. Usually, the closer support is, the easier it is to solve a problem. Therefore, if you have questions or concerns, please speak with your supervisor or colleagues at your contracting organisation first.



Note: In addition to the support system above, embassies and consulates for each country’s participants provide additional support and emergency outreach. You are highly encouraged to register with your embassies in Japan.

2) Examples of Who to Contact

① I have a question about my contract terms

- Ask your supervisor. As your employer, your contracting organisation (CO) is in the best position to answer contract-related questions.

② I believe my problem has not been addressed, even after talking to my CO

- Contact your prefectural advisor (PA). They can help you to ensure smooth communication with your CO in case of a problem.

③ I have a question about a service offered by CLAIR

- Consult your supervisor first and then address your question to CLAIR if your supervisor is unable to help.

④ I have a question about an event organised for participants in my prefecture

- Find out who is responsible for organising the event (your CO? PAs? AJET?) and contact them. If you have trouble finding out, ask your PA.

⑤ I have a question about my status of residence or taxes in Japan

- Refer to **Chapter 2 Appointment, Insurance, Taxes, Reappointment, and Status of Residence**. If you cannot find an answer to your question, ask your supervisor. It is also advisable to contact the relevant institution (e.g. the regional Immigration Services Bureau).

⑥ I have a question about my apartment

Refer to **4.3 6) Questions and Problems Concerning Housing**.

6.4 Emergency Response

1) Emergency Situations

In the event of an emergency, you must respond quickly and appropriately. In such an event, please contact your contracting organisation supervisor immediately.

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

When an emergency occurs, the supervisor at the contracting organisation contacts the prefectural advisor (PA) at the host prefecture/designated city. With your consent, updates may also be passed to your home-country’s embassy. In the event that a JET Programme participant is unconscious, missing, or has passed away, the contracting organisation will immediately contact the relevant host prefecture/designated city and embassy.

Upon receiving contact from the contracting organisation, the PA at the host prefecture/designated city will contact CLAIR. CLAIR will contact the Japanese national government’s relevant ministries depending on the severity of the incident or accident. Contact with the JET Programme participant’s family is made through the home country’s embassy.

In case of a major disaster, such as an earthquake with an intensity of upper 5 or above on the Japanese seismic intensity scale, a safety confirmation message will be sent to your registered email address through CLAIR’s Emergency Call system. Please respond to the message with your status.

!	For more information on responses to a fire or natural disaster, see 5.2 Fires, Natural Disasters, and Contact Information .
----------	---

2) Useful Apps and Websites for Emergency Situations

Cabinet Office: Disaster Prevention

- <https://www.bousai.go.jp/kokusai/web/index.html>

Ministry of Justice: Daily Life Support Portal for Foreign Nationals

- <https://www.moj.go.jp/isa/support/portal/index.html>

Japan Tourism Agency: Safety Tips App

- <https://www.rcsc.co.jp/safety-tips-en>

Japan Shelter Guide App (1st Media Corporation)

- <https://www.hinanjyo.jp/>
- Provides a map of nearby emergency shelters and can also display hazard maps for your area, including landslide risk and inundation (available in English and Japanese).



Chapter 7 Leaving the JET Programme

7.1 Before Leaving _____	86	7.3.2 Lump-sum Withdrawal Payment _____	89
1) Inform your Landlord that you Will be Moving _____	86	1) Amount of Lump-sum Pension Withdrawal and Taxed Portion _____	89
2) Check your Status of Residence and Period of Stay _____	86	2) Necessary Materials _____	89
3) Ship Belongings to your New Residence _____	86	3) Contact _____	90
4) Complete the After-JET Contact Information Survey _____	86	7.3.3 Refund of Taxed Portion (Requires a Tax Agent) _____	90
5) Prepare for your Successor _____	86	7.3.4 Social Security Agreements between Japan and Other Countries _____	91
6) Begin your Pension Refund Procedures _____	86	7.4 Reverse Culture Shock _____	91
7) Forward your Mail to your New Residence (for Participants Staying in Japan) _____	86	1) Before you leave Japan _____	91
8) Pay Other Bills and Cancel Utilities and Services _____	86	2) When you get home _____	92
9) Dispose of your Vehicle _____	86	7.5 Employment after JET _____	92
7.2 Return Airfare _____	87	7.6 JET Alumni Association (JETAA) _____	93
7.3 Pension Refund _____	87		
7.3.1 Simplified Summary _____	88		
1) Lump-sum Withdrawal (Can Be Filed Alone) _____	88		
2) Refund of Taxed Portion (Requires a Tax Agent) _____	88		

Chapter 7: Leaving the JET Programme

7.1 Before Leaving

When finishing your tenure on the JET Programme, you will have many matters to attend to, including preparing to leave the country, moving, and eventually relaying information to your successor. Please refer to the JET Leavers' Guide (formerly After JET Guide), which contains helpful information regarding leaving the JET Programme as well as subsequent employment and education.

JET Leavers' Guide on the JET Programme website

– <https://jetprogramme.org/en/current/support/ajg/>



1) Inform your Landlord that you Will be Moving

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

2) Check your Status of Residence and Period of Stay

If you plan to stay in Japan after your term of appointment ends (e.g. for travel or to finish moving), you must change your status of residence to 'Temporary Visitor' before your period of stay expires (see [2.4 Status of Residence](#)).

3) Ship Belongings to your New Residence

Research the options available to you ahead of time (e.g. surface mail, economy air, airmail). Keep in mind that packages sent with slower, more economical forms of shipping by sea and surface mail can take two to three months to arrive at their destination, so it is a good idea to plan ahead.

4) Complete the After-JET Contact Information Survey

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

5) Prepare for your Successor

While many participants contact their successors via email or social media, there is no guarantee that you will be able to reach your successor through these means, so it is wise to also prepare detailed information regarding your work responsibilities and living situation in written form. CLAIR provides a template for leaving notes to your successor. Please see [8.4 Essential Information from Outgoing to Incoming JET Programme Participants](#). Sort through the items in your desk and make sure any important documents or reference materials are organised and labelled properly.

6) Begin your Pension Refund Procedures

To receive a partial refund of your pension, you must first obtain the necessary forms. (However, pension refund applications may be completed from outside Japan within two years of departure.) In addition, you must designate a tax agent who can receive the money domestically before you leave in order to receive the taxed portion of the pension refund (see [7.3 Pension Refund](#)).

7) Forward your Mail to your New Residence (for Participants Staying in Japan)

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

8) Pay Other Bills and Cancel Utilities and Services

Be sure to pay the following utility and service bills and inform the utility or service provider when you would like the service cancelled. Please note that while some services can be cancelled online or over the phone, some others may require an in-person visit to the store.

- | | | | | |
|-----------------------------------|--|--|---|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Electricity | <input type="checkbox"/> Water | <input type="checkbox"/> TV (NHK, etc.) | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Car insurance | <input type="checkbox"/> Local residence tax | <input type="checkbox"/> Phone | <input type="checkbox"/> Other (gym, etc.) |

9) Dispose of your Vehicle

See [4.7.3 Owning a Motor Vehicle](#). Disposing of a car or selling it to another individual requires you to fill out the appropriate paperwork.

7.2 Return Airfare

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

- You complete your current period of participation (see note below)
- You do not enter into a subsequent term of appointment/employment with your contracting organisation or a contract with a third party in Japan within one month of completing your term of appointment
- You leave Japan to return to your home country no later than one month from the day following the end of your term of appointment

Note: Please see **1.1 Schedule** and **2.2 Reappointment** for details about your term of appointment.


If you fulfil all of these conditions, you must complete and hand in the 'JET Return Travel Itinerary' form (*JET sankasha kikoku yoteisho*) or separate forms designated by your contracting organisation in a timely manner.

Based on this travel itinerary, the contracting organisation will provide your cost of travel to an international airport in Japan, as well as travel from that airport to the airport in your home country designated at the time of entering Japan, via the most reasonable route and transportation, as determined by the contracting organisation's travel expense regulations.

If you entered the programme from within Japan but still fulfil the conditions above, you will be provided a flight to the international airport located closest to the embassy or consulate through which you interviewed.

Note: The reimbursement of expenses for return travel to one's home country is not intended for temporary return travel for those who have decided to remain in Japan.

7.3 Pension Refund

!	<p>CLAIR is not affiliated with the Japan Pension Service in any way.</p> <p>The following information has been compiled for JET Programme participants from information taken from the website of the Japan Pension Service and a pamphlet that they produce. The information provided here is intended as reference only. Therefore, CLAIR assumes no responsibility for any damage (including financial loss) that occurs from the information (or lack thereof) provided here.</p> <p>Please consult the following English guide from the Japan Pension Service for more details.</p> <ul style="list-style-type: none"> – https://www.nenkin.go.jp/international/japanese-system/withdrawalpayment/payment.html <p>Notes:</p> <ul style="list-style-type: none"> – You must apply for the lump-sum withdrawal payment within two years of leaving Japan. – 20.42% of the withdrawal payment will be taxed as income tax upon payout. To receive reimbursement of this amount, you will need to appoint a tax agent remaining in Japan. – There is a maximum withdrawal amount of up to 60 months (five years) of payments, and those who have been enrolled in the pension system for a total of ten years are in principle not able to apply for lump-sum withdrawal. For those staying in Japan longer than five years, or who become ineligible for the lump-sum withdrawal payments, it may be possible to apply for totalisation into your home country's pension office. Ask the Japan Pension Service for details. – In principle, the receiving organisation for lump-sum withdrawal paperwork will be the Japan Pension Service for participants outside of private schools, and PMAC for participants at private schools. Private school participants should consult with their contracting organisation supervisor for more information. – In the unlikely event of death before being able to receive lump-sum withdrawal payments, they may instead be accepted by a spouse, child, parent, grandchild, grandparent, or sibling. – Lump-sum pension withdrawal amounts are calculated based on time enrolled in the Japanese pension system, and thus, may differ based on arrival date. 	
---	--	---

Enrolment in the Japanese Pension System is mandatory for everyone living and working in Japan. This money is deducted from your monthly remuneration. Foreign nationals who have been paying Pension Insurance, and who give up residence in Japan, are able to apply for a lump-sum withdrawal payment (pension refund).

Chapter 7: Leaving the JET Programme

In order to be eligible for the lump-sum withdrawal payment, you must fulfil all of the following conditions

- Submit the lump-sum pension withdrawal application and all supporting documents within two years of losing Japanese resident status and ending enrolment in Japanese social security systems (Please note that this may be calculated from a date earlier than your final departure from Japan as stamped on your passport.)
- Not be a Japanese citizen
- Have been enrolled in the Japanese pension system for a total of at least six months
- Not possess a Japanese address
- Not have been able to claim pension benefits at any point, including disability allowance
- Not be eligible for Japan's old-age pension benefits (qualifying after ten total years of pension system enrolment)

The pension refund system process consists of two separate components

- 1. Lump-Sum Withdrawal:** Applications through the Japan Pension Service (Promotion and Mutual Aid Corporation for Private Schools in Japan (PMAC) for participants at private schools) to refund up to 60 months of pension-system payments at 79.58% (20.42% is withheld from the refund payment as income tax). This application may be completed on your own, with no need for an additional tax agent (i.e. a base refund of 100,000 yen would incur 20,420 yen of withheld income tax).
- 2. Refund of Taxed Portion:** It is possible to apply for an additional refund of the 20.42% taxed portion mentioned above, although this process requires appointment of a 'tax agent' (sometimes called a tax representative) who will remain in Japan to file paperwork on your behalf. In principle, the tax agent should be appointed prior to your departure from Japan.

7.3.1 Simplified Summary

1) Lump-sum Withdrawal (Can Be Filed Alone)

1	File move-out notice Form: Town/city hall Submit it to: Town/city hall When: When departure date is set	2	File lump-sum claim form Form: Japan Pension Service (PMAC for private schools) Submit it to: Japan Pension Service (or PMAC) When: After leaving Japan or after submitting move-out notice
3	Once approved, money will be transferred into your account with a notice from the Japan Pension Service (blue ink on white paper).		

Note: For more detailed information, see [7.3.2 Lump-sum Withdrawal Payment](#).



2) Refund of Taxed Portion (Requires a Tax Agent)

1	Appoint a Tax Agent Form: National Tax Agency Submit to: Local tax office When: Before Leaving	2	Send Approval Notice to you Tax Agent Form: Arrives in the mail Submit to: Tax agent in Japan When: Upon arrival of the form
3	The tax agent files an application for the taxed portion reimbursement at the local tax office in Japan.	4	The tax agent receives the taxed portion reimbursement into their Japanese bank account.
5	The tax agent internationally transfers you the taxed portion reimbursement.		

Note: For more detailed information, see [7.3.3 Refund of Taxed Portion \(Requires a Tax Agent\)](#)

Note: The table above assumes submission of the Lump-sum Pension Withdrawal Claim form after leaving Japan. It is also possible to submit it prior to leaving.

7.3.2 Lump-sum Withdrawal Payment

!	<p>Basic Overview</p> <ol style="list-style-type: none"> 1. Prior to leaving Japan, submit a Moving-Out notice (<i>tenshutsu todoke</i>) to your local municipal office. Submitting this form may remove the necessity of submitting separate proof of loss of Japanese address. 2. After leaving Japan, submit required application forms to the Japan Pension Service (or PMAC for participants affiliated to private schools). If submitting prior to leaving Japan, ensure you have submitted your Moving-Out Notice indicating, your loss of Japanese address, and planned departure date to your local town or city hall prior to applying to the Japan Pension Service. 3. The lump-sum withdrawal payment is deposited into your indicated foreign bank account (with 20.42% withheld as income tax).
<p>Download Claim Form (Non-private School)</p> <p>https://www.nenkin.go.jp/shinsei/jukyuu/sonota-kyufu/20150406.html</p>  <p>The form can be found on pp.15–16 and is available in: Japanese, English, Chinese, Korean, Portuguese, Spanish, Indonesian, Tagalog, Thai, Vietnamese, Burmese, Khmer, Russian, Nepalese, Mongolian.</p>	<p>Download Claim Form (Private School)</p> <p>https://www.pmac.shigaku.go.jp/en/pension/pension_08/detail/pension_08_01.html</p>  <p>You may be entitled to a lump-sum withdrawal of the Retirement Pension benefits too. Ask your supervisor.</p>

1) Amount of Lump-sum Pension Withdrawal and Taxed Portion

The amount of the lump-sum pension withdrawal (prior to tax) and taxed portions are calculated based on the following criteria:

- The product of your average monthly remuneration during the period of enrolment and the payment rate.
- 20.42% withheld as income tax
- In principle, the same calculations hold true for private school pension funds.

Number of months of the insured period in the Employee's Pension	Payment Rate
6 months or more, and less than 12 months	0.5
12 months or more, and less than 18 months	1.1
18 months or more, and less than 24 months	1.6
24 months or more, and less than 30 months	2.2
30 months or more, and less than 36 months	2.7
36 months or more, and less than 42 months	3.3
42 months or more, and less than 48 months	3.8
48 months or more, and less than 54 months	4.4
54 months or more, and less than 60 months	4.9
60 months or more	5.5

Source: Japan Pension Service

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



2) Necessary Materials

1. A copy of your passport (page(s) showing your name, date of birth, citizenship, signature, and status of residence)
2. Proof of loss of Japanese address (e.g. deleted residence record; You may be exempted when your claim is submitted after your Moving-Out Notice, which will register your loss of Japanese address and planned departure.)
3. A document showing your bank name, branch name and address, and account number (e.g. certificate issued by the bank), as well as proof that the account is registered to your name.

Note: If designating a financial institution in Japan, your account holder's name must be registered in *katakana*.

4. A document showing your Basic Pension Number (e.g. Basic Pension Number Notice or Pension Book)

If your application is successful, the lump-sum withdrawal payment will be deposited into the bank account designated on the claim form. The transfer will in principle be made in the local currency at the exchange rate at the time of payment.

Chapter 7: Leaving the JET Programme

3) Contact

Questions regarding your claim may require referencing your Basic Pension Number, please be sure to keep your Basic Pension Number Notice or Pension Book on hand.

Phone number: 0570-05-1165 (Japanese only)

7.3.3 Refund of Taxed Portion (Requires a Tax Agent)

Basic Overview

1. Prior to leaving Japan, complete paperwork to appoint a tax agent.
2. After the lump-sum withdrawal payment has been transferred into your overseas account, send the Notice of Lump-Sum Withdrawal Payment Determination, which arrives by mail, to your tax agent in Japan.
3. Your tax agent files paperwork for your taxed portion refund in Japan.
4. The taxed portion of the lump-sum withdrawal payment is deposited into your tax agent's bank account in Japan.
5. Your tax agent transfers the taxed portion sum to your bank account overseas.

Notes:



- It is possible to appoint and dismiss tax agents from abroad. However, as the paperwork is solely in Japanese and requires information from the designated tax agent, it is highly recommended to appoint the tax agent at your local tax office prior to leaving Japan.
- The designated tax agent must be a resident of Japan but does not need to be of Japanese nationality. You may ask supervisors, coworkers, PAs, other JET Programme participants, or other trusted parties. However, please be aware that no one is obligated to take on this request as part of their duties. Providing tax agent support can involve time commitment from the accepting party.
- Paid tax agent services are available. However, depending on the number of months of pension system enrolment, service fees may exceed the amount the participant stands to gain from the taxed portion refund. Please consider different paid-service options carefully and weigh them against your own calculated taxed portion refund if considering this option.

If you qualify for the lump-sum withdrawal payment, you may also be eligible to receive a refund of the 20.42% taxed portion of that lump-sum withdrawal payment. If you wish to apply for this additional refund, you must appoint a designated tax agent who will remain in Japan. The basic lump-sum withdrawal payment (as covered in **7.3.2 Lump-sum Withdrawal Payment** above) does not require the appointment of a tax agent and may be completed on your own. Appointment of a tax agent is only necessary for the 20.42% taxed portion refund. It is also possible to only apply for the lump-sum withdrawal payment without the additional taxed portion refund.

① Designate a tax agent (someone who is authorised to file tax paperwork in Japan on your behalf) before leaving

Prior to leaving Japan, submit a Notification Form of Appointment of Tax Agent to your local tax office.

A bilingual annotated example of this form is available here:

- https://www.nta.go.jp/english/taxes/individual/pdf/incometax_2024/22.pdf



Note: Appointment and dismissal of tax agents can be completed online, but as the menus are Japanese only and require information from the appointed party, it is heavily recommended to complete this form in person prior to departing Japan.

Please see the following National Tax Agency page for more information and forms (Japanese only)

- <https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/shinkoku/annai/07.htm>



② Send your Notice of Lump-Sum Withdrawal Payment Determination to your tax agent in Japan

Send the original Notice of Lump-sum Withdrawal Payment Determination (*dattai ichijikin shūkyū kettei tsūchisho*) which arrives by mail following the deposit of the lump-sum withdrawal payment, to your tax agent in Japan. This notice looks like a white postcard with blue ink and is necessary for the tax agent to file a tax return on your behalf.

③ **Refund of taxed portion paperwork completed by tax agent**

Your tax agent completes a 'Form for a Refund Due to Taxation on Retirement Income' at the same local tax office as in step ①.

Below is a completed sample provided by the National Tax Agency (Japanese only)

– <https://www.nta.go.jp/taxes/shiraberu/shinkoku/kisairei/pdf/taisyokusentaku.pdf>



④ **The tax refund is transferred into the tax agent's account in Japan, then transferred by the tax agent to the participant's account abroad**

If you are unable to find a local tax agent and are considering a designated tax specialist service, you can use the Japan Federation of Certified Tax Accountants' Association's search tool below to find a local agent (Japanese only). Please direct all additional questions concerning the tax refund process to your local tax office.

<https://www.zeirishikensaku.jp/>



Note: You will be responsible for all incurred fees.

7.3.4 Social Security Agreements between Japan and Other Countries

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

As of February 2025, the following countries have signed social security agreements with Japan: Germany, United Kingdom, South Korea, United States, Belgium, France, Canada, Australia, Netherlands, Czech Republic, Spain, Ireland, Brazil, Switzerland, Hungary, India, Luxembourg, Philippines, Slovak Republic, China, Sweden, Finland, and Italy. However, the agreements with the United Kingdom, South Korea, China, and Italy are for elimination of dual payments only.

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

7.4 Reverse Culture Shock

Reverse culture shock refers to a feeling of loss of identity which can follow your return to your home country after a long period abroad, stemming from feelings like lack of familiarity with your home environment and perception of a lack of interest in your experiences from those around you. Many do not anticipate these feelings, which can increase their length and severity. We tend to overlook that both we and our home country are likely to have changed during our stay abroad and assume that there is no need for adjustment once we return home.

However, it is important to expect these changes and to figure out how best to approach readjustment. Personal experiences certainly vary, but one of the best ways to get an idea of how it may affect you is to read about the experiences of others.

Coping Strategies

1) Before you leave Japan

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

Chapter 7: Leaving the JET Programme

2) When you get home

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

7.5 Employment after JET

When seeking employment after the JET Programme, in addition to referring to job advertisements online and on job-hunting apps it may be of use to consult chambers of commerce in your home country and Japan, as well as the alumni associations of your alma mater(s). Also consider contacting the local JETAA chapter of where you intend to move, as JETAA chapters offer various networking opportunities, and some provide career support and employment information to their members.

In addition, CLAIR offers the following career support for current and/or former participants

- JET Programme Internship
- Career Vision Conference
- Essentials of Job-Hunting in Japan Webinar
- Non-recontracting JET Programme Participants Seminar
- JET Programme Career Fair

Please refer to the JET Programme website for more information

- <https://jetprogramme.org/en/careersupport/>



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

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

- If you stay in Japan for more than a month following completion of your term of appointment, or enter into a subsequent contract of employment with your contracting organisation or a third party in Japan within one month of completing your term of appointment you will not be eligible to receive the travel allowance to return to your home country (see **7.2 Return Airfare**).
- When entering subsequent employment in Japan after completing your term of appointment, you may need to change your Status of Residence (see **2.4 Status of Residence**).

Please enquire at your regional immigration bureau if you have further questions regarding your visa status.

7.6 JET Alumni Association (JETAA)

The JET Alumni Association (JETAA) is a friendship association that was established in 1989. Its members, JET Programme alumni, aim to strengthen and maintain their connection with each other and Japan, and to use their experiences in Japan to continue to play a role in promoting international exchange. As of the end of 2025, there are 57 chapters in 21 participating countries, with approximately 24,000 members in total.

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

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

Another JETAA-I project is KenJETkai, Facebook groups established for each host prefecture/designated city in Japan. Its goal is to strengthen the global community of each prefecture/designated city and can be joined by not only JET Programme alumni, but also JET Programme participants and citizens of that region.

CLAIR supports JET Programme alumni by providing grants for JETAA chapter activities, as well as publishing an online magazine titled JET Streams. JET Streams is published on the official JET Programme website and provides a forum for alumni to share their activities and experiences with one another and the international JET community. It also provides updates on changes to the JET Programme and other information.

JET Streams website

- <https://jetprogramme.org/en/information/jetstreams/>

JETAA-I website

- <https://jetaainternational.org/>

JETAA-I website (list of JETAA chapters)

- <https://www.jetaainternational.org/jetaa-chapters/>

KenJETkai website

- <https://www.jetaainternational.org/projects>



Chapter 8 Appendices

8.1 Overview of the JET Programme _____	96	8.5 Immigration Bureaus / Information Centres ____	104
8.1.1 JET Programme Participants _____	96	1) General Residence Information Centre _____	104
8.1.2 Contracting Organisations (Local Authorities, etc.) _____	96	2) Regional Immigration Bureaus and District Offices ____	104
8.1.3 Host Prefectures/Designated Cities _____	97	3) One-stop Consultation Centres _____	104
8.1.4 Council of Local Authorities for International Relations (CLAIR) _____	97	8.6 Workplace Harassment Consultation Centres _	105
8.1.5 Roles of the Three Ministries _____	98	8.6.1 Resources from the Ministry of Health, Labour and Welfare _____	105
1) Ministry of Foreign Affairs (MOFA) _____	98	8.6.2 Resources from the Ministry of Justice _____	105
2) Ministry of Internal Affairs and Communications (MIC) _____	98	8.7 Sexual Assault Enquiry / Consultation Centres 106	
3) Ministry of Education, Culture, Sports, Science and Technology (MEXT) _____	98	1) Sexual Assault Relief Centres _____	106
8.2 Using the <i>Application for Import Confirmation</i> System for Pharmaceutical Imports _____	99	2) National Hotline for Victims of Sexual Assault—Number: #8103 _____	106
1) Steps for the Online Application _____	99	3) Tokyo English Lifeline (TELL) _____	106
2) Obtaining the Import Confirmation Certificate _____	99	8.8 Helpline Overview _____	107
3) Useful Links _____	99	1) Mental Health Helplines _____	107
8.3 JET Programme Participant Goal Management Sheet _____	100	2) Emergency Services _____	107
8.4 Essential Information from Outgoing to Incoming JET Programme Participants _____	101	3) Support Groups / Information _____	107
		8.9 Ministry of Health, Labour and Welfare: Medical Information Net (NAVII) _____	108
		8.10 Map of Japan _____	109
		8.11 JET Programme Application Guidelines: Work Duties _____	110

8.1 Overview of the JET Programme

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

The programme was started in 1987 aiming to increase mutual understanding between the people of Japan and the people of other nations and to promote internationalisation in Japan's local communities by helping to improve foreign language education and developing international exchange at the community level. 2025 marked the 39th year of the JET Programme. Over the past years, it has seen significant growth, from 848 participants from 4 countries in 1987, to over 80,000 participants from 80 countries having passed through the programme as of 2025.

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

The JET Programme is primarily administered by local public authorities, but participants can also be placed in private schools that request them. As of 2025, approximately 1,000 local government organisations, including 46 prefectural offices and 18 designated cities, host JET Programme participants. Each participant's appointment (including placement and duties) within each contracting organisation is determined in accordance with the assignment plan that is prepared autonomously by each governor or mayor.

The responsibility for maintaining the unity and success of the JET Programme falls on JET Programme participants, contracting organisations, host prefectures, designated cities, CLAIR, and the three ministries.

8.1.1 JET Programme Participants

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

8.1.2 Contracting Organisations (Local Authorities, etc.)

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

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

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

Contracting organisations differ according to the different job types.

ALT	The contracting organisation is usually a prefectural/designated city (board of education), a city/ town/village (board of education), or a private school.
CIR and SEA	The contracting organisation is usually a prefectural/designated city government, a city/town/ village government, or a related organisation.

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

8.1.3 Host Prefectures/Designated Cities

The JET Programme is administered by the International Affairs Division in each host prefecture/designated city. Host prefectures/designated cities function as a channel for information between the contracting organisations and CLAIR.

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

There is a prefectural board of education within each host prefecture/designated city which usually administers education training centres, senior high schools, and junior high and elementary schools. Host prefectures/designated cities designate Prefectural Advisors (PAs). PAs provide other JET Programme participants with JET Programme- related information and answer enquiries from JET Programme participants as necessary (refer to **6.3 JET Programme Support System**).

Note: Host prefectures and designated cities can also be contracting organisations.

8.1.4 Council of Local Authorities for International Relations (CLAIR)

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

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

!	CLAIR is <i>not</i> the JET Programme participant's employer.
----------	---

CLAIR publishes the *Contracting Organisation Manual* (*nin'yōdantaiyō-manyuaru*) and the *Questions & Answers Manual* (*shitsugi ōtōshū*) for contracting organisations. In addition, CLAIR organises and holds seminars for contracting organisations and JET Programme participants to provide training and advice about JET Programme-related matters.

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

Duties of CLAIR (Department of JET Programme Management) include:

- Coordination with the three ministries in the recruitment and selection of JET Programme participants
- Placement of JET Programme participants in contracting organisations
- Coordinating JET Programme participants entry into Japan
- Planning and organising the Post-Arrival Orientation, training conferences and Japanese language courses
- Planning and organising various kinds of training for contracting organisations and host prefectures/designated cities such as the Contracting Organisation Seminar
- Providing useful information to contracting organisations and host prefectures/designated cities
- Producing training materials and informational handbooks
- Providing financial support for JET Programme participants who have received mental health counselling

Chapter 8: Appendices

Although overseeing the JET Programme is one of CLAIR's main functions, the organisation also supports internationalisation activities of local authorities in Japan, conducts research on the activities and policies of local governments abroad, develops information resources, and in various other ways.

8.1.5 Roles of the Three Ministries

The three ministries involved with the JET Programme decide standard policies and procedures at the national level. The Ministry of Foreign Affairs (MOFA) deals with JET-Programme related matters before participants arrive in Japan and after they return home. The Ministry of Internal Affairs and Communications (MIC) deals with matters involving fiscal measures for local governments which appoint JET Programme participants. The Ministry of Education, Culture, Sports, Science and Technology (MEXT) handles matters related to participants involved in foreign language education at schools.

1) Ministry of Foreign Affairs (MOFA)

An embassy or consulate general of Japan overseas is most often the first point of contact with the JET Programme for prospective participants.

The ministry of Foreign Affairs (MOFA) carries out the following JET Programme related duties through overseas Japanese embassies and consulates general:

- Promotional activities and information provision
- Recruitment information sessions at universities, etc.
- Distributing application forms
- Selecting candidates
- Sending acceptance notifications
- Holding pre-departure orientations and receptions
- Issuing entry visas
- Assisting with the JET Alumni Association's (JETAA) activities

The Exchange Programs Division of MOFA coordinates the recruitment and selection process of JET Programme participants through the Embassy or Consulate General of Japan overseas and notifies CLAIR of successful candidates annually in March for placement and assignment to contracting organisations.

MOFA hopes that the JET Programme will help promote mutual understanding between Japan and other countries on a global scale and that JET Programme participants will not only gain a deeper understanding and appreciation of Japan during their terms of appointment on the programme, but also maintain contact with Japan and help to further relations between Japan and their home countries following the completion of their terms of appointment.

2) Ministry of Internal Affairs and Communications (MIC)

The Ministry of Internal Affairs and Communications (MIC) collects requests from local authorities for JET Programme participants and consults with the two other ministries and CLAIR to determine the number and nationalities of JET Programme participants.

MIC is responsible for the distribution of the Local Allocation Tax to local governments as part of the necessary financial resources for internationalisation to help cover a portion of the expenses required to host a JET Programme participant, such as remuneration, travel expenses to Japan, etc.

3) Ministry of Education, Culture, Sports, Science and Technology (MEXT)

The Media, Information and Foreign Language Education Division in the Ministry of Education, Culture, Sports, Science and Technology (MEXT) is responsible for the guidance and training of ALTs in all matters pertaining to education, with particular emphasis on team teaching.

MEXT hopes the JET Programme will help to improve the communicative competence of Japanese students in foreign languages and promote sports coaching. From MEXT's point of view, the ALT is a source of information for Japanese students and teachers about foreign countries, cultures, ways of life, and languages. MEXT hopes that Japanese teachers will embrace their ALT's enthusiasm for new ideas and, through team-teaching with the ALT, use more communicative teaching methods to further diversify the traditional ways of teaching foreign languages in Japan.

ALTs are expected to provide a global perspective to Japanese students and develop an environment more conducive to learning a living language. Through the influence and contributions of ALTs, MEXT would like to see schools become a place where Japanese children learn not only about their own individuality, but where they learn to appreciate and understand other cultures. It is also hoped that SEAs will achieve similar objectives through the medium of sports.

In addition, in 2015, MEXT established the *Japan Sports Agency* and is working to further the promotion of sports.

8.2 Using the *Application for Import Confirmation System for Pharmaceutical Imports*

The *Application for Import Confirmation* is an online platform that enables individuals to complete the procedures for obtaining an import confirmation certificate. This certificate is required for importing pharmaceutical drugs and medical supplies into Japan for personal use.

1) Steps for the Online Application

1. Create an Account

First-time users of the system should create an account from the login page.

2. Online Application

Log in to the system, enter the required information and details of the products to be imported, and upload the necessary documents.

2) Obtaining the Import Confirmation Certificate

Once the import confirmation certificate has been issued, it will be sent to the email address that you registered during account creation. You can also log in to the system to download the certificate.

Use the obtained import confirmation certificate to proceed with customs clearance procedures.

3) Useful Links

Login page: <https://impconf.mhlw.go.jp/aicpte/page/login.jsp>

Manual/FAQ: <https://impconf.mhlw.go.jp/manualIndex.htm>



You can create an account from the login page. If you have any questions about the *Application for Import Confirmation* system, please refer to the manual and the FAQ linked above.

8.3 JET Programme Participant Goal Management Sheet

Form 1

Name of the Participant		JET Number	
Contracting Organisation		Nationality	
Year on the Programme	1	2	3
	4	5	Interview Date
			/ /

1) Period of Appointment

From	/ /	To	/ /
-------------	-----	-----------	-----

2) Goal Setting Period

From	/ /	To	/ /
-------------	-----	-----------	-----

3) Goal Setting / Achievement Plan

Topic / Challenge and Goal (What do you plan to do?)	Plan for Achievement (How / By when?)
【Japanese Study】	【Method】 - JET Programme Japanese Language Course (Course level :) - Other(s) ()

4) Achievement Assessment

What I accomplished	What I didn't yet accomplish	Evaluator Assessment

5) Comments, Opinions

JET Programme Participant	Evaluator

Evaluator's Position and Name:

Date:

JET Programme Participant's Position and Name:

Date:

Supervisor's Position and Name:

Date:

8.4 Essential Information from Outgoing to Incoming JET Programme Participants

(To be filled out by the current JET Programme participant for their successors)

1) Self-Introduction

Welcome to the JET Programme! My name is _____ and I'm from _____.
I've compiled some information below that I hope will prove useful for your transition to your new home and workplace.
I hope that you have a wonderful tenure on the JET Programme, and I wish you the best of luck!

Phone number	_____	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Other: (_____)
Email	_____			
I <input type="checkbox"/> will <input type="checkbox"/> will not be in Japan when you arrive.	I <input type="checkbox"/> will <input type="checkbox"/> will not be able to meet you.	Dates	_____	

2) Packing

Things to bring for daily life or work	Things you do NOT need to bring	Things you can / should send ahead
Bring to the Tokyo Post-Arrival Orientation:		
<ul style="list-style-type: none"> - Pencil, business attire, laptop or tablet - - 		
Gifts (omiyage): (e.g. CO/school/workplace/department, etc.) <input type="checkbox"/> Necessary <input type="checkbox"/> Unnecessary <i>If necessary:</i> <ul style="list-style-type: none"> - There are ___ people to bring <i>omiyage</i> for at the _____. - There are ___ people to bring <i>omiyage</i> for at the _____. - 		
Notes/Suggestions (e.g. sportswear for sports day, formal suit for event, laptop/tablet for specific work):		

3) About your New Home

① Apartment / House Information

You will will not be placed in the same accommodation as me.

Floor: _____ **Room number:** _____ **Number (type) of rooms:** _____

Bicycle / Car Parking: Yes No **Comments:** _____

Nearest Bus Station: _____ **Nearest Train Station:** _____ 駅

Rent (monthly)	¥ _____
Key Money (reikin)	¥ _____
Deposit (shikikin)	¥ _____
Utilities (electric, gas, water, etc.)	¥ _____
Other (internet, phone, etc.)	¥ _____
<i>(if relevant)</i> Monthly Car + Insurance Payment	_____
Suggested amount to bring to last until first payday	¥ _____

② Local Area (Circle what applies)

Size: Rural • • Suburban • • Urban

Weather: Cold • • Mild • • Hot

Wind Snow Other (_____)

Useful links (Prefecture / town homepage, Wikipedia, etc.)

-
-

Chapter 8: Appendices

4) Contracting Organisation / Workplace

① Basic Information

Supervisor/ JTEs	
Other useful contacts	
Working Hours	
Commute	
Dress Code	

② Your First Week

- Registration at the municipal office
- Receive your personal seal
- Open a bank account
- Contract a cell phone
- Paperwork (JET Programme Terms and Conditions, Insurance, Pension, Local Tax Forms, etc.
-
-

③ Example Work Day

Workplace	Main Contact (JTE; supervisor)	Job Duties	Schedule (Time/Activity)	Notes / Comments (File locations, etc.)
(example) ○○JHS	●●先生	Check 5 th /6 th grade homework every Tuesday	Usually submitted Monday, marked Tuesday after 6 th period, and returned on Wednesday	→can also work on it at lunch X don't bring home! (personal info)

④ Other Useful Work Information (available equipment, special considerations, special duties, what to work on during down time, etc.)


Note: Attach a yearly calendar of events, weekly/daily schedules and other relevant information if you can.

Chapter 8: Appendices

8.5 Immigration Bureaus / Information Centres

1) General Residence Information Centre

For general information regarding your Status of Residence, please contact the information centre below. Your local Immigration Bureau Branch Office (with a few exception) is in charge of Status of Residence renewals, re-entry permits, and other similar procedures.

Address	〒	Contact Information
12 Chōme Ōdōrinishi Chūō Ward, Sapporo City, Hokkaido	060-0042	<p>General Residence Information Centre TEL: 0570-013904 (IP, from overseas: 03-5796-7112) Weekdays: 08:30–17:15 (Service available in: Japanese, English, Korean, Chinese, Spanish, and other languages)</p> <p>Website https://www.moj.go.jp/isa/consultation/center/index.html</p> 
1-3-20 Gorin, Miyagino Ward, Sendai City, Miyagi Pref.	983-0842	
5-5-30 Kōnan, Minato Ward, Tokyo	108-8255	
10-7 Torihama-chō, Kanazawa Ward, Yokohama City, Kanagawa Pref.	236-0002	
5-18 Shōho-chō, Minato Ward, Nagoya City, Aichi Pref.	455-8601	
1-29-53 Nankō-kita, Suminoe Ward, Osaka City, Osaka Pref.	559-0034	
29 Kaigan-dōri, Chūō Ward, Kobe City, Hyogo Pref.	650-0024	
2-31 Kami-hatchōbori, Naka Ward, Hiroshima City, Hiroshima Pref.	730-0012	
72-9 Hamanochō, Takamatsu City, Kagawa Pref.	760-0011	
3-5-25 Maizuru, Chūō Ward, Fukuoka City, Fukuoka Pref.	810-0073	
1-15-15 Higawa, Naha City, Okinawa Pref.	900-0022	

2) Regional Immigration Bureaus and District Offices

Please consult the following link for detailed information about each regional immigration office.

URL: <https://www.moj.go.jp/isa/about/region/index.html>



3) One-stop Consultation Centres

These centres offer services (e.g. general consultations about living in Japan, consultations with specialists, interpretation services) in the indicated foreign languages over the phone or in person.

Name	Address	TEL	Available Languages
Consultation Support Center for Foreign Residents	〒160-0021 'Hygeia' 11F in the Shinjuku Multicultural Plaza 2-44-1 Kabuki-chō, Shinjuku Ward, Tokyo Metropolis	03-3202-5535 03-5155-4039	Chinese, English (Monday–Friday) Portuguese, Spanish (Monday–Wednesday) Vietnamese (Monday, Wednesday) Indonesian (Tuesday) Tagalog (Friday) (Except 2 nd and 4 th Wed. of the month) 09:00~16:00
Saitama Information & Support Center for Foreign Residents	〒330-0074 Saitama Urawa Joint Gov't Bldg. 3F 5-6-5 Kita-urawa, Urawa Ward, Saitama City, Saitama Prefecture	048-833-3296	Supported languages: English, Spanish, Chinese, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepalese, Russian, Ukrainian, Easy Japanese General consultations: Monday–Friday 09:00–16:00 (excluding national holidays and 12/29–01/03) *In-person consultations only by appointment. Immigration consultations: Monday, Wednesday, Friday Legal consultations: 4 th Thursday of the month 13:00–15:00 Labour consultations: 3 rd Tuesday of the month Welfare consultations: Any time *In-person consultations only by appointment.
Intercultural Center One-Stop Consultation Corner	〒430-0916 Create Hamamatsu 4F 2-1 Hayauma-chō, Naka Ward, Hamamatsu City, Shizuoka Prefecture	053-458-1510 053-458-2170	Immigration and Residence Procedures Consultations and Information (Wednesdays only): English, Portuguese, Spanish Information about Lifestyle-related services: Portuguese, English, Spanish, Chinese, Tagalog, Vietnamese, Indonesian (Consultation hours depend on the language) Consultations with specialists available (appointments only)

8.6 Workplace Harassment Consultation Centres

8.6.1 Resources from the Ministry of Health, Labour and Welfare

Sexual harassment in the workplace can be discussed at the Employment Environment and Equal Employment Bureaus located in each prefecture. A contact list of these locations is provided in Japanese below. In addition, consultations regarding power harassment and other workplace issues are available via Labour Bureaus and Comprehensive Labour Consultation Corners overseen by the Ministry of Health, Labour and Welfare. Please note that some offices may not be able to answer enquiries in English.

Please visit the following links for more information and a list of enquiry centres.

Employment Environment and Equal Employment Bureaus Regional Contact List (in Japanese only)

Consultation topics: Workplace sexual harassment

<https://www.mhlw.go.jp/content/000177581.pdf>



Labour Bureaus and Comprehensive Labour Consultation Corners (Multilingual introduction page and contact lists)

Consultation topics: Termination, dismissal, transfers, pay deductions, recruitment and employment, bullying and harassment, power harassment, labour problems related to sexual orientations or sexual identity

<https://www.mhlw.go.jp/general/seido/chihou/kaiketu/soudan.html>



Workplace harassment prevention materials (Ministry of Health, Labour and Welfare) (Japanese only)

<https://www.mhlw.go.jp/content/11900000/000611025.pdf>



8.6.2 Resources from the Ministry of Justice

The Ministry of Justice also offers human rights consultation through the Foreign Language Human Rights Hotline for those unable to speak fluent Japanese. You can access this service from anywhere within Japan.

Foreign-language Human Rights Hotline (Ministry of Justice)

TEL: 0570-090911 **Hours:** Weekdays (except for the New Year holidays) 09:00–17:00

Available languages: English, Chinese, Korean, Tagalog, Portuguese, Vietnamese, Nepali, Spanish, Indonesian, Thai

<https://www.moj.go.jp/JINKEN/jinken21.html>



8.7 Sexual Assault Enquiry / Consultation Centres

1) Sexual Assault Relief Centres

Please visit the following links for a list of consultation centres (Japanese only). Please consult by phone at the centre nearest to you. Consultation in English or other foreign languages is partially available at some centres.

URL: https://www.gender.go.jp/policy/no_violence/seibouryoku/consult.html (Japanese only)



Support Centre List (PDF)

– https://www.gender.go.jp/policy/no_violence/seibouryoku/pdf/one_stop.pdf



2) National Hotline for Victims of Sexual Assault—Number: #8103

A nationwide hotline was established to make it easier for victims of sexual abuse to receive consultation. This number reaches all Prefectural Police Sexual Assault Consultation Centres (Japanese only).

3) Tokyo English Lifeline (TELL)

TELL Counseling offers counselling in English conducted by professionals specialising in clinical psychology, psychiatry, social work, couples and family therapy, and more, as well as psychological assessments. For more information, visit the TELL Counseling website: <https://telljp.com/counseling-services/>



TELL Sexual Abuse Resources Webpage

– <https://telljp.com/resources/sexual-abuse/>



8.8 Helpline Overview

1) Mental Health Helplines

List of Lifelines in Japan (Japanese only)

- <https://www.inochinodenwa.org>



Tokyo English Lifeline (TELL)

- <https://telljp.com/lifeline/>
- 0800-300-8355 or 03-5774-0992
- **Saturday–Monday** 09:00–23:00
- **Tuesday–Thursday** 09:00–23:00
- **Friday** 09:00–02:00



Note: Service times may be split between Lifeline phone and chat

TELL Counseling (Tokyo)

- By appointment: <https://www.telljp.com/counseling/>



IMHPJ (International Mental Health Professionals Japan)

- <https://www.imhjp.org/>



2) Emergency Services

- **Police** = 110
- **Fire** = 119
- **Ambulance** = 119

3) Support Groups / Information

AJET Peer Support Group

- <https://www.ajetpsg.com/>
- 050-5534-5566 or by adding 'ajetpsg@gmail.com' on Microsoft Teams
- Every night, 20:00–01:00



Guide for when You are Feeling Ill (JNTO)

- https://www.jnto.go.jp/emergency/eng/mi_guide.html



Alcoholics Anonymous (Tokyo)

- <https://aajapan.org/english/>



Overeaters Anonymous (Tokyo) (Japanese only)

- <https://oajapan.capoo.jp/>



List of Embassies, Consulates, and International Organisations in Japan

- <https://www.mofa.go.jp/mofaj/link/emblast/> (Japanese)
- https://www.mofa.go.jp/about/emb_cons/protocol/index.html (English)



HIV Testing and HIV/AIDS Counselling Information in Japan

- <https://www.hivkensa.com/language/>



AMDA International Medical Information Center (Tokyo)

- (Japanese, English, Chinese, Korean, Spanish, Portuguese, Thai, Tagalog, Vietnamese)
- <https://amdamedicalcenter.com/>



8.9 Ministry of Health, Labour and Welfare: Medical Information Net (NAVII)



Medical Information Net (NAVII) — Medical Institution Search Tool

- <https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>
(Select 'other languages' in the top-right corner for English.)

Medical information net (NAVII) | Change in the text size S M L | Other Languages

Hospital in the whole country, Clinic and Dental clinic and Maternity home/Find a pharmacy

Find a medical institution | **Find a pharmacy**

Search by keyword Please input only 1 word to 1 text box.
Example) Municipality name Internal Medicine. Search

Addition of Keywords is this. +

Search quickly
Find a medical institution for treatment (search by department or location)

Search thoroughly
I search from The medical function information on Facility and the correspondence contents.
Search by medical department | Search by location
Search by other criteria
Search by available foreign language

Search by prefecture-specific function
In addition to common national search conditions, prefectures can be searched for or unique search conditions.

Hokkaido Hokkaido >
Tohoku Aomori > Iwate > Miyagi > Akita > Yamagata >
Fukushima
Kanto Ibaraki > Tochigi > Gunma > Saitama > Chiba >
Tokyo > Kanagawa
Central Area Niigata > Toyama > Ishikawa > Fukui > Yamanashi
Nagano > Gifu > Shizuoka > Aichi >
Kinki Mie > Shiga > Kyoto > Osaka > Hyogo >
Nara > Wakayama
Chugoku Tottori > Shimane > Okayama > Hiroshima > Yamaguchi
Shikoku Tokushima Kagawa > Ehime > Kochi >
Kyushu Fukuoka > Saga > Nagasaki > Kumamoto Oita >

(From the NAVII website)

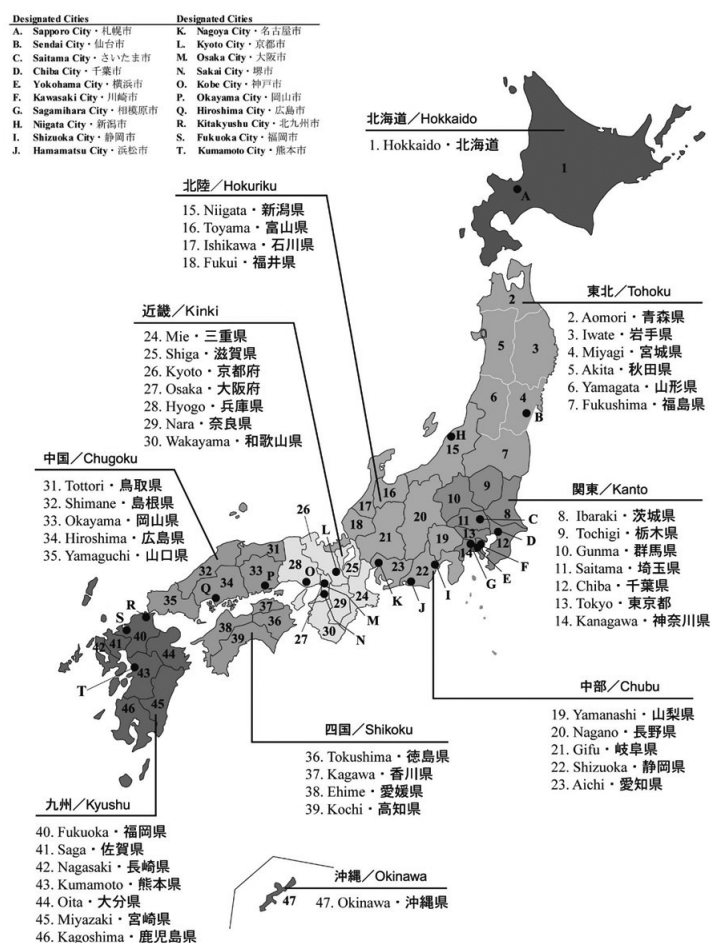
- Can search for and obtain information on medical institutions and pharmacies throughout Japan based on a number of criteria.
- Use the 'Search by available foreign language' option to find medical institutions with multilingual support.

8.10 Map of Japan

Map of Japan

日本地図

47 Prefectures, 20 Designated Cities 47都道府県・20政令指定都市



Japanese Prefectures, Cities, Towns, and Villages

The terms 'Local Government Authority' (*chihō jichitai*) and 'Local Body' (*chihō kōkyō dantai*) are generally interchangeable, and refer to the 1,741 (as of 1 October 2018) prefectures, cities, towns, villages, and special wards with local autonomy in Japan.

Reference (Japanese only)

- https://www.j-lis.go.jp/spd/code-address/kenbetsu-inspection/cms_11914151.html



Local governance in Japan operates on two levels: prefectures operate similarly to a state, province, county, or similar region overseas. There are forty-seven prefectures (*to*, *dō*, *fu*, or *ken*) and twenty designated cities (*seirei shitei toshi*) in Japan. Designated cities are cities which require a nearly prefectural form of government, and are (in order from north to south): Sapporo, Sendai, Saitama, Chiba, Kawasaki, Sagami-hara, Yokohama, Niigata, Shizuoka, Hamamatsu, Nagoya, Kyoto, Osaka, Sakai, Kobe, Okayama, Hiroshima, Fukuoka, Kitakyushu, and Kumamoto.

At the most basic level are the cities, towns, and villages (*shi*, *chō*, and *son*). A city, town, or village is a local government body, and as such, may be a JET Programme contracting organisation administering a number of schools and offices.

8.11 JET Programme Application Guidelines: Work Duties

The following is an excerpt from the 2026 Japan Exchange and Teaching (JET) Programme Application Guidelines

Assistant Language Teachers (ALTs)

Participants mainly assigned to boards of education and elementary, junior high, or senior high schools are to carry out their duties as assistants to foreign language instruction supervisors or Japanese teachers of foreign language as specified by the supervisor, head of the board of education, and/or school principal. The following is a general outline of duties, though they may vary from one contracting organisation to another.

1. Assistance in foreign language and other instruction in elementary, junior high, and senior high schools.
2. Assistance in foreign language and other related activities in elementary schools.
3. Assistance in preparation of foreign language teaching materials.
4. Assistance in language training for teachers and other personnel.
5. Cooperation in extracurricular activities and club activities. **(1)**
6. Provision of linguistic information (e.g., word usage, pronunciation, etc.) to foreign language instruction supervisors and teachers, among others.
7. Cooperation in foreign language speech contests.
8. Cooperation in local international exchange activities.
9. Other duties as deemed necessary by the supervisor or school principal.

Coordinators for International Relations (CIRs)

CIR duties are carried out as specified by supervisors at individual contracting organisations. The following is a general outline of duties, though they may vary from one contracting organisation to another.

1. Assistance in international exchange affairs at the contracting organisation (e.g. editing, translating, and compiling publications into a foreign language; cooperating or advising on the planning, design, and implementation of international exchange projects; hosting official guests from abroad; interpreting at various events, etc.)
2. Assistance in international economic exchange affairs at the contracting organisation (e.g. cooperation or advising on the planning, design, and implementation of international economic exchange projects, such as expanding the overseas market for local products, attracting foreign tourists to Japanese localities, etc.)
3. Cooperation in language instruction of employees of the contracting organisation and local residents. **(2)**
4. Advising and collaborating on projects with local private groups or organisations engaging in international exchange.
5. Cooperation in cultural exchange activities (including school visits) for improving local residents' cross-cultural awareness and understanding, and in activities to support foreign residents in Japan.
6. Other duties as deemed necessary by the supervisor.

Sports Exchange Advisors (SEAs)

SEA duties are carried out as specified by the supervisor at individual contracting organisations. The following is a general outline of duties, though they may vary from one contracting organisation to another.

1. Assistance in sports instruction-related affairs at the contracting organisation (e.g. cooperating or advising on the planning, design, and implementation of sports projects).
2. Cooperation in sports training of promising local athletes.
3. Cooperation in sports training of employees of the contracting organisation and local residents.
4. Advising and collaborating on sports projects with local private groups or organisations engaging in international exchange.
5. Other duties as deemed necessary by the supervisor

- (1) "Extracurricular activities" include class or homeroom activities, student committee or student council activities, club activities (only in elementary schools), and school events.
- (2) "Language instruction of local residents" refers to foreign language lessons and foreign culture classes for local resident children and/or adults, not including language instructions at school(s).

本書の無断転載、複製（コピー、スキャン、デジタル等）、営利目的使用を禁じます。

表紙写真：北海道 摩周湖

No parts of this publication may be reproduced, duplicated
(either by photocopying, scanning, digitalisation, or any other means),
or used for commercial purposes.

Cover picture: Lake Mashū, Hokkaido

2026年3月 発行

発行 一般財団法人自治体国際化協会 JET プログラム事業部

〒102-0083 東京都千代田区麹町1-7 相互半蔵門ビル

TEL : 03-5213-1728 FAX : 03-5213-174

<https://jetprogramme.org/>

