

# Administrative Procedures

(Registration of Address, National Health Insurance, National Pension System)

Biwako Kusatsu Campus  
(Kusatsu and Otsu City)

Ritsumeikan University BKC International Center

## What are administrative procedures? Where and what do you do?

■ For administrative procedures, please read the article, "2-2 Complete the following procedures at the ward office" from the page, "[For AY2024 September, New International Students](#)"

■ Administrative procedures can only be completed once you have a long-term residence address. Procedures cannot be completed at a temporary address, such as a hotel or dormitory for a short period of time. You should decide on a residence to live as soon as possible after arriving in Japan.

■ Administrative procedures must be completed at the city hall (or city branch office) of the city in which you live. <Cities around the Biwako Kusatsu Campus (BKC)>

- [Otsu City Hall](#) 3-1 Goryocho, Otsu-shi, Shiga 520-8575
- [List of Otsu City and Branch Offices](#)
- [Kusatsu City Hall](#) 3-13-30 Kusatsu, Kusatsu City, Shiga Prefecture 525-8588



# What should I bring?

- Bring the following items with you to the procedure  
< Must bring > Residence card, Passport, Student ID card\*  
< Bring if you have > Moving-out Certificate, a document that shows your “MY-Number”, National Pension Book



\*If you do not have your student ID card, you will have to apply for “**National Pension Contribution Special Payment System for Students**” at a later date.

Please apply for it as soon as you receive your student ID card. If you are in a hurry to open a bank account, or if it might take more than 14 days to apply from the date of your arrival in Japan, please complete the procedures for resident registration and national health insurance first.

For more information on opening a bank account, please refer to the article, 3-3 Useful information for student life” from the page, [“For AY2024 September, New International Students”](#)

- Application forms for administrative procedures are available at the city office (or branch office), and cannot be downloaded from the website.

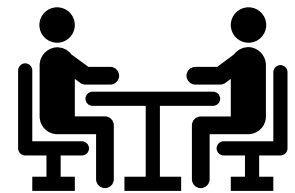
# What if I am not confident in my Japanese?

< Support provided by the BKC Campus >

■ For English-speaking students staying at BKC I-House for a long period of time, RMs will assist you in the process.

■ Non-residential students may also be assisted by Beyond Boarder Plaza (BBP) student staff. If you have any problems, you can consult with them in the [BBP Lounge](#) (the 2nd floor of the Central Arc). (Only assistance in filling out documents is available. They cannot accompany you to the city hall as an interpreter)

■ Services in languages other than Japanese may not be available in Otsu City (especially at branch offices). If you have a friend or family member who can speak Japanese, please go with them. If you do not have friends or family who can speak Japanese, you can turn to the Shiga International Association for Globalization, and use the service, "Consultation Desk for Foreigners", the city's consultation service and an interpreter service (see [here](#) for more information).



# What documents do I have to submit?

■ Below are the documents that newly arrived international students generally need to submit for administrative procedures. Be sure to submit all the documents without omission.

## Applications related to resident registration and National Health insurance

The name of the forms differs depending on the city.

### Otsu City

① 住民異動届 (Resident Change Notification)  
\*Submitting this form registers you as a resident and allows you to receive various administrative services.

② 国民健康保険料に係る所得申告書 (National Health Insurance Income Registration Form)  
\*Submitting this form grants the applicant to a reduction or exemption from National Health Insurance premiums based on the previous year's income in Japan.

③ 住民票・戸籍等交付申請書 (Certificates of Residence, Family Registration and Seal Registration Issue Form)  
\*You can apply for the certificate of residence using this form. If you need it for the enrollment purpose, obtain one copy.

**\*Please refer to the instructions for filling out the above documents.**

### 草津市

① 異動届出申請書 (Notification of Transfer)  
\*Submitting this form registers you as a resident and allows you to receive various administrative services.

② 国民健康保険被保険者異動届 (National Health Insurance Transfer)  
\*You can join the National Health Insurance by submitting this form.

③ 市県民税簡易申告書 (兼国民健康保険税簡易申告書) (Income Registration Form for Municipal Taxes (Prefecture and City) and National Health Insurance)  
\*Submitting this form grants the applicant to a reduction or exemption from National Health Insurance premiums based on the previous year's income in Japan.

④ 交付申請書 (Application Form for Certificates of Residence, Family Registration and Seal Registration)  
\*You can apply for the certificate of residence using this form. If you need it for the enrollment purpose, obtain one copy.

## Applications related to the National Pension System

\*Forms are the same throughout the country.

① 国民年金保険料 学生納付特例の申請 (Application for National Pension Contribution Special Payment System for Students) →Click [here](#) for an example of how to fill out the form.  
\*If you are a full-time student, you can receive exemption from National Pension Insurance premiums as a student by submitting this form.  
A student ID card is required for the procedure. If you do not have it with you at the time of the procedure, apply for it as soon as you obtain it.

② 国民年金保険料 免除・納付猶予の申請 (Application for National Pension Contribution Exemption/Payment Postponement) →Click [here](#) for an example of how to fill out the form.  
(National Pension Form : Exemption / Payment Postponement Form)  
\*If you are a non-regular student or came to Japan prior to the month of entrance, you can receive a deferment of premium payment by submitting this form.  
In the former case, only ② needs to be submitted. In the latter case, both ① and ② must be submitted.

# Filling out the form

Fill out the form yourself as much as possible, using the instructions and tips for filling out the form!

## ■ Address

- < If you live in an apartment > Write the address as it appears on the contract or other documents.  
Make sure you know how to write and read in Japanese when you sign the contract.
- < If you live in BKC I-House > 滋賀県大津市松ヶ丘6丁目1-1 XXX号室  
Shigaken, Otsu-shi, Matsugaoka,1-1 RoomXXX

## ■ Phone Number

- < If you live in an apartment > Write your own cell phone number. If you do not have a cell phone and must fill in the form, write the number of the BKC International Education Center (077-561-3946).
- < If you live in BKC I-House > 077-572-7303

## ■ Japanese Era and its yeas

The Japanese calendar uses the western calendar year (20XX) and Japanese Era and its yeas(Taisho, Showa, Heisei, and Reiwa). If you need to choose a Japanese year, please refer to [this site](#) and fill it in. The year 2024 is the 6th year of Reiwa.  
Example: Born on August 25, 1990 = Born on August 25 of 2<sup>nd</sup> year of Heisei

## ■ Furigana (ふりがな or フリガナ) (Adding how to read kanji and alphabets)

In some official documents, it may be necessary to add how to read the name and address with furigana (ふりがな or フリガナ). When the word “ふりがな” is indicated, it must be written in hiragana (ひらがな), and when “フリガナ” is indicated, it must be written in katakana (カタカナ). Please look up and learn how to write your name and address in hiragana and katakana.

【ふりがな】	じょん	すみす	しがけん	おおつし	まつがおか	ちょうめ
	JOHN	SMITH	滋賀県大津市松ヶ丘	6丁目	1-1	101号室
【フリガナ】	ジョン	スミス	シガケン	オオツシ	マツガオカ	チョウメ
	JOHN	SMITH	滋賀県大津市松ヶ丘	6丁目	1-1	101号室



# Tips for filling out the form (The 2<sup>nd</sup> part)

## ■ Nationality

When you need to write your nationality in Japanese, please refer to the website of the Ministry of Foreign Affairs (<https://www.mofa.go.jp/index.html>). Example: In the case of Vietnam (ベトナム)

The screenshot shows the Ministry of Foreign Affairs of Japan website. The navigation menu includes 'About Us', 'News', 'Foreign Policy', 'Countries & Regions' (circled in red), and 'Consular Services'. A blue arrow points from 'Countries & Regions' to a sub-menu with 'Asia' (circled in red). Below 'Asia', there is a section for 'Japan-Viet Nam Relations' with a date 'September 6, 2023' and the word 'Japanese' circled in red. A blue arrow points from this section to a page titled 'アジア' (Asia) with the Japanese name for Vietnam, 'ベトナム社会主義共和国' (circled in red), and its English translation 'Socialist Republic of Viet Nam'.

Ministry of Foreign Affairs of Japan

外務省

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Countries & Regions

Regions

Asia | Oceania | North America | Latin America and the Caribbean | Europe | Middle East | Africa

Europe | Asia | North America | Middle East | Africa | Oceania | Latin America and the Caribbean

A-Z List of Countries

A | B | C | D-F | G | H-J | K-L | M | N-O | P-R | S | T-Z | Other Area

Asia

Japan-Viet Nam Relations

September 6, 2023

Japanese

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ベトナム社会主義共和国

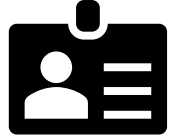
Socialist Republic of Viet Nam

When filling out the form, just the katakana part (ベトナム) is fine.

# What will happen after registrations are completed ?

## < National Health Insurance >

■ Be sure to take your health insurance card with you when you visit a medical institution.



■ Check the expiration date of your issued health insurance card. You will receive a letter from the city hall regarding your income declaration before it expires (usually around June), so be sure to fill it out and return it.

■ You will receive a payment slip for your National Health Insurance premium, so please pay it by the deadline. You can also pay at convenience stores. If you have no taxable income for the previous year in Japan, the first term will be around 1,800 to 2,000 yen. If your insurance premium is higher than that, please contact your city hall or consult the International Education Center.

納付書 (例)  
Payment Slip  
缴费单





## What will happen after registrations are completed ? (The 2<sup>nd</sup> part)

### < National Pension Contribution System (Important!) >

**If you applied (or are going to apply soon) for either the "National Pension Contribution Special Payment System for Students" or the "National Pension Contribution Exemption/Payment Postponement", please do not pay using the payment slip you receive! Insurance premiums will not be returned even if your application is approved later.**

For details, please check pages 5-9 of the materials below.

Although this document is issued by Kyoto City, the rules and documents for the Japanese National Pension System are common throughout the country.

**[https://global.support.ritsumei.ac.jp/hc/article\\_attachments/31947130707731](https://global.support.ritsumei.ac.jp/hc/article_attachments/31947130707731)**