



Shigaku Zaidan JET Support

# Extended Orientation Materials for Tokyo Private School JETs

FY 2023

Metropolitan Foundation for Private Schools  
Promotion Department (Shigaku Zaidan/私学財団)  
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# - Introduction -

Welcome to the JET programme.

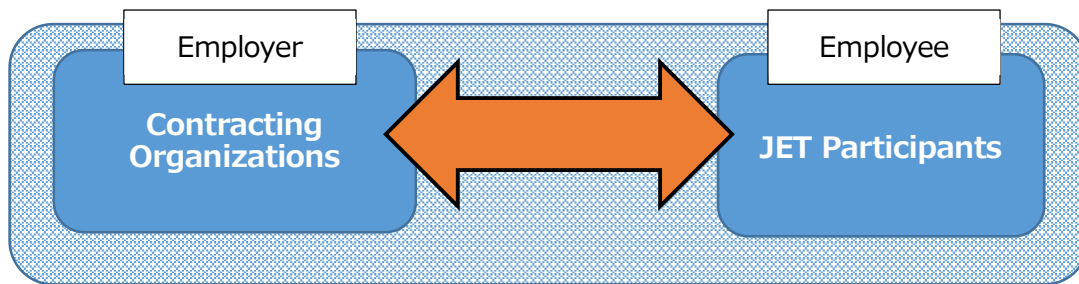
As you look toward your new life in Japan, you are most likely filled with great anticipation and excitement.

We sincerely hope that you will have a lot of fruitful experiences while on the programme. To make it come true, we would strongly recommend you to communicate with your CO before coming to Japan.

We have seen cases where JET participants realized their work conditions didn't match with their expectations after arrival due to the lack of understanding of their Terms and Conditions, especially work schedules, work duties, benefits, paid/non-paid leaves and social insurances.

Some COs may expect that you have been provided information on your work conditions before coming to Japan by CLAIR or the consulate of Japan, however, apart from the salary and weekly work hours, details vary from CO to CO.

To avoid experiencing unbearable disappointment or disillusion, we suggest you carefully read your own Terms and Conditions and ask CO of your future duties in advance to the departure.



## 1. Before coming to Japan

After your placement is fixed, your Contracting Organization (CO) will contact you by email. They will send you the following documents:

- Welcome Letter
- Notice of Appointment
- Terms and Conditions

***Please read these documents carefully and check your conditions, such as working days/hours, remuneration and yearly paid leave, are complied with the JET programme Application Guidelines.***

If you don't receive your Terms and Conditions in advance to your departure, please ask your CO to send it to you.



◆ Standard conditions

- *Work days*: Usually, Monday through Friday.

There are some schools which Saturdays are normal working day. And on special occasions you may be required to work on holidays. **Please ask your CO of your work schedules before departure.**

- *Work hours*: 35 hours a week, exclusive of break time.
- *Remuneration*: For the first year, monthly gross for the ALT is 280,000 yen.
- *Paid holidays*: 10 days per year (at least).

◆ We want to emphasize that apart from the conditions such as work hours/days, remuneration and the minimum paid holidays which are stipulated in the JET programme application guidelines and by the Japanese Labor Standards Law, **each school has its own conditions.**

Some private schools may grant leaves which exceed the standard model. And some schools may grant only the least number of holidays.

Please keep in mind that participating in the JET programme means that **you are consent** to the conditions written in the JET programme guidelines.



## PAID LEAVES in JAPAN

Every year, complaints concerning the yearly paid leave are sent from JET participants to Shigaku Zaidan. To avoid misunderstanding or any unnecessary conflict, please understand the difference between your country's "Paid Leaves" and Japanese "Paid Leaves". When you have anything unclear, especially concerning the types of leaves and the necessary procedures, be sure to clarify it with your CO.

JET participants are entitled to take vacation times, but if it is deemed that your requested leave would interfere with work duties, as written in the Terms of Conditions, the CO has the right to change the timing of the requested leave.

### ① Yearly Paid Leave

According to the Labor Standards Law, an employee who has been employed continuously for 6 months and has reported for work for at least 80% of the total working days is given **at least 10 days** of annual paid leave. Before taking holidays, you should not only discuss the timing and duration of the requested leave with your supervisor, but should also obtain permission from your school well in advance.

Your annual paid leave can

- be taken either consecutively or individually.
- usually carry over a fixed number of unused paid holidays during one appointment year into the next if a JET participant is reappointed (only into the following year).



When taking a few days off due to a minor sickness such as a cold, it is common to use yearly paid leave in Japan.

### ② Sick Leave

In Japan, sick leave is offered only when long term medical treatment or hospitalization is necessary. Commonly, a doctor's certificate is required if an employee intends to take sick leave. (It costs around US\$50.)

Please note that whether sick leave is paid or not, or how many days JETs will be given vary from CO to CO.

### ③ Special Leave

Special leave may be provided in the following cases: for marriage and bereavement. Again, conditions vary from CO to COL. Ask your supervisor for the school guidelines.

**! Types and duration of the leaves given to JETs will vary according to their school's regulation.**



## 2. Getting Started in Japan

There are a number of things you need to do within a short period of time after you arrive. Make sure you have done them all.

### Things you need to do:

- ① Get a mobile phone or a SIM card
- ② Get your Hanko (判子) or Inkan (印鑑) stamp
- ③ Find a place to live
- ④ Submit Moving-in Notification (Tennyu-Todoke, 転入届)
- ⑤ Open a bank account in Japan

### IMPORTANT

You cannot open a bank account without a Japanese address and telephone number.



#### ① Get your mobile phone or SIM card



You need to have your own Japanese phone number for signing up for your housing, or opening your bank account etc. We strongly advise you to get it asap.

For SIM cards, CLAIR has prepared information about several SIM card providers for your reference, and GTN real estate, which is assigned to support Tokyo private school JETs to find their housings, also provides similar services. The information will be sent in a separate email.

If you want to purchase a mobile phone, you will need your bank book, residence card, and passport. Major mobile phone providers are AU, Docomo, and Softbank, and there are also MVNOs (usually cheaper).

#### ② Get your Hanko (or Inkan) stamp

This is your legal signature in Japan. Most Japanese banks require a Hanko to open a bank account.

Traditionally, it shows a family name, but for foreigners, first name is also commonly used. Hanko can be required for many occasions such as purchasing a mobile phone, applying for the Internet connection, claiming insurances or some procedures at school.

Please ask your supervisor for advice on where/how to get one. Some COs may prepare it for their JET participants.

#### (Examples of Hanko Stamps in Katakana)



ジェームス  
James



パトリシア  
Patricia



ロバート  
Robert



エリザベス  
Elizabeth



### ③ Find a place to live

**Shigaku Zaidan provides JETs with free accommodation at a business hotel located within 40 minutes by public transportation for the maximum of 16 nights from the day CLAIR orientation finishes.** We advise you to find your new housing within this period.



Housing within the twenty-three wards of Tokyo is notoriously expensive. If you want a reasonable price and larger space, finding somewhere among the outskirts of Tokyo can be an option.

For reference, you can take a look at the Tokyo JETs' room layout on T-JET Wiki\*.

➡ <https://tokyojet.fandom.com/wiki/Apartments> \* T-JET Wiki is an information website run by Tokyo JETs

We have assigned a real estate agent Global Trust Network(GTN), for providing support to Tokyo private school JETs in finding apartments. Please contact them if you would like to use their services.

#### 【GTN Contact Information】

URL: <https://www.best-estate.jp/en/>

Email: [agent@gtn.co.jp](mailto:agent@gtn.co.jp)

When renting housing, tenants (incl. Japanese nationals) are required to have a guarantor(s) who resides in Japan. GTN works as your guarantor company if you use their services.

If you want to find a place by yourself, there is some information on T-JET Wiki. Please refer to their website below.

➡ [https://tokyojet.fandom.com/wiki/Arranging\\_for\\_your\\_Own\\_Real\\_Estate\\_Agent](https://tokyojet.fandom.com/wiki/Arranging_for_your_Own_Real_Estate_Agent)



### Guarantor

As mentioned above, when you find a living place by yourself, you would be asked for a guarantor. Guarantor bears financial responsibility when troubles occur, such as unpaid rent, property damage and etc.. Please note that neither CLAIR, your CO, supervisor nor Shigaku Zaidan will be your guarantor. However, if you don't have any Japanese relatives or friends you could rely on, you can use a guarantor company.

❖ **Emergency contact**...Unlike the guarantor, "emergency contact" is unrelated to financial burden.

Therefore, you can ask your supervisor or friends to accept the role.

### ④ Submit Moving-in Notification

Once you have settled into your new housing, go to your local municipal office to submit the Moving-in Notification **within 14 days of your moving-in date**. Make sure you **bring your Residence Card (在留カード, Zairyu-Kaado)**



and submit it together with the Moving-in Notification. They will write your new address on the back of your residence card.



At the municipal office, in some cases, you may be required to register for the *National Pension* plan and the *National Health Insurance* program.

You will be a member of the Employees' Pension Insurance plan and the Health Insurance program which will be handled by your school.

So, if you are suggested to join those National programs, please decline the offer to avoid double registration.

### ⑤ Open a bank account in Japan

To deposit your paycheck, get a cell phone or pay your rent etc., you need to open a bank account in Japan. You will receive a bank book (通帳, tsucho) on which you can record deposit or withdrawal activities. Don't forget to apply to receive a bank card (ATM Card) at the same time of opening the account.



Also ask your supervisor if your school has a preferable bank for its employees to use.

**! You cannot open a bank account without your Japanese address and phone number.**

Be sure to register your new address at the municipal office and activate your phone before you go to the bank.

- ✓ Things to bring to the bank ⇨
- ❑ *hanko,*
  - ❑ *residence card / passport*
  - ❑ *mobile phone (phone number)*
  - ❑ *a document that can confirm your address in Japan*

In case the arrangements for your mobile phone and/or residence take more time than expected, you may be able to register your school's address and phone number temporarily. Please consult with your supervisor beforehand.





## 3. Getting Started at Work

Documents you receive from your school.

### ① Terms and conditions of employment

It's important to understand your employment conditions, so do not hesitate to ask your CO when you have inquiries. If the conditions your CO presents you differ from the JET Application Guidelines, you need to point out the differences to them by yourself. However, if you feel awkward to do so or would like to confirm if your understandings are correct before talking to CO, feel free to contact Shigaku Zaidan JET Support.

Regarding yearly, sick and special leaves, please refer to “1. Before coming to Japan”.

### ② Health insurance card called “Kanyushasho” or “Hokensho” (加入者証 or 保険証)

After about two to three weeks until you receive the card.

If you need to see a doctor before you get the card, ask your CO to issue “**Ryoyo Shikaku Shomei sho**, 療養資格証明書”. There are some clinics that do not accept the Ryoyo Shikaku Shomei sho, in which case you would need to pay the full amount first.

### ③ Application for Basic Exemption of Employment Income Earner, Application for Exemption for Spouse of Employment Income Earner, and Application for Exemption of Amount of Income Adjustment (給与所得者の基礎控除申告書兼給与所得者の配偶者控除等申告書兼所得金額調整控除申告書)

You can receive a tax exemption benefit by submitting this application. Your CO will prepare this document, and you will be asked to stamp your seal on this paper.

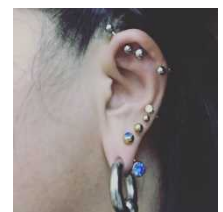
Working as a JET ALT.

### ① Attire

Each school has a different dress code, ask your supervisor about appropriate attire at your school.




In general, tattoos and body-piercings have a negative image in Japan. If you have tattoos, you will be asked/told to cover them while you are on duties, and the same is applied to body-piercings. Wearing multiple earrings



simultaneously will also be considered inappropriate at work at many work places especially at primary and secondary educational institutions.

### ② Schools operated by religious corporations



Again, each school has a different school philosophy and school culture, and some may be run by religious organizations and JETs may be asked to attend their religious ceremonies such as morning services. If you feel uncomfortable attending those services, please consult with your supervisor.

You may find it strange, but to most Japanese students, they choose to go to a religious school NOT because they follow the religion or worship a specific god, but because they simply have got enough grades to enter. In addition, schools do not force students or teachers to convert their religions to theirs either.

### ③ ALT duties

Tokyo private school JETs are ALTs, and are expected to work under the guidance of language teachers' consultations.

For example, if you are required to make an entire semester curriculum or the like by yourself alone, we consider it beyond the scope of ALT's work. If you are put in such situation at work, and have found it difficult to discuss with your school by yourself, feel free to contact Shigaku Zaidan JET Support.

### ④ Prefectural Advisors (PAs)

Prefectural Advisors (PAs) provide support to JET participants and contracting organizations. Shigaku Zaidan JET Support Team is one of the Tokyo private school PAs, and there are also two JET-ALTs who work as Tokyo private school PAs.

Karmen Siew (4th year) and Sarah Trevarton (5th year) are responsible, supportive and amicable individuals who are happy to provide support to JET-ALTs.

Please contact them to [tokyojetpas@shigaku-tokyo.or.jp](mailto:tokyojetpas@shigaku-tokyo.or.jp) when you have inquiries.

### ⑤ JET Community

There are a few JET communities Tokyo JETs voluntarily organize.

Neither CLAIR nor Shigaku Zaidan is involved in their activities, and information posted is not officially confirmed by any authorities, but you may find useful information on these social media.

When you contact, please identify that you are a newly arrived Private School JET.



#### ◆ Shigaku JET Support

Email: [shigaku-jet@shigaku-tokyo.or.jp](mailto:shigaku-jet@shigaku-tokyo.or.jp)

TEL: 03-3513-5233



#### ◆ Tokyo JETs Wikia (for both private and public school JETs)

[https://tokyojet.fandom.com/wiki/Tokyo\\_JET\\_Wikia](https://tokyojet.fandom.com/wiki/Tokyo_JET_Wikia)

#### ◆ Tokyo Private School Facebook group

<https://www.facebook.com/groups/tokyoprivateschooljets/>



## 4. Tax and Social Insurance

\*The information here is meant to be used as a rough outline. Shigaku Zaidan 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. Please confirm the information provided by your CO, regional tax office, and/or home country tax authority.

### ① Tax Status

Your tax status in Japan depends largely on your nationality, the length of your period of stay, and your job type in Japan.

Depending on tax exemption treaties between Japan and your home country, there are cases where first and second year ALTs maybe exempt from taxes.

ALTs of the following nationalities may be exempt from taxes: Ireland, Korea, Germany, Philippines (up to two years), and China (up to three years).

As of September 2021, ALTs of the following nationalities are not eligible for the tax exemption: U.S., U.K., Canada, Jamaica, Singapore, Trinidad and Tobago, AU, NZ, Barbados, South Africa etc.

For U.S. nationals, on 30 August 2019 the “Protocol Amending the Tax Convention with the United States” was signed into effect, making U.S. JET ALTs subject to income tax withheld at the source starting from 1 November 2019.

### ②. Income Tax (所得税, *Shotoku Zei*) [Supervisory authority: **The National Tax Agency**]

#### A) How to pay

Income tax is levied on your income and deducted from your salary (*Gensen Choshu*, Withholding Tax System). Your CO handles the payment to the National Tax Agency (NTA) on your behalf. And also handles tax filing and refunds on your behalf except for special deductions. Unless you want to file for special deductions such as medical expenses (\*1), donations (\*2) etc., it is NOT necessary for JET ALTs to file taxes in Japan. However, it is YOUR responsibility to confirm if your CO understands your tax status correctly and file necessary documents to the relevant agencies. Do not hesitate to ask your CO to explain the contents of your pay slip.

If you want to file for special deductions, you need to submit *Kakutei Shinkoku* (income tax report) to the tax office by yourself in March. To submit *Kakutei Shinkoku*, you must keep all the relevant receipts.

You can check the detailed conditions and procedures on the NTA website.



#### **2022 Income Tax and Special Income Tax for Reconstruction Guide**

[https://www.nta.go.jp/english/taxes/individual/incometax\\_2022.htm](https://www.nta.go.jp/english/taxes/individual/incometax_2022.htm)



(\*1) Deduction for medical expenses→P.39

In case your medical expenses within a calendar year exceed ¥100,000 or more after reimbursed by insurance.

(\*2) Deduction for donations→P.41

Where to donate is specifically described. Please see the reference.



## **B) How to calculate**

For the first, second and the third year JET ALTs, the next taxable income 5% would be the amount you are required to pay, however, this does not mean the monthly deducted amount is simply the result of the said calculation.

Employers deduct roughly calculated amount from your salary every month, then in December, once your net income, and deducted amounts (paid pension, insurances, and taxes) for a calendar year are fixed, the amount of your income tax for the year is finally calculated.

In most cases, you receive an income tax refund in December.

The amount of the monthly deduction would be around ¥6,000 - ¥9,000.

## **1<sup>st</sup> year JET Salary**

Your Salary (1<sup>st</sup> year ¥280,000/month)

- Pension approx. ¥23,000
- Health Insurance approx. ¥12,000
- Employment Insurance approx. ¥1,500
- Income tax approx. ¥7,000
- Resident tax ¥0 ▶ ¥2,000 from next June

**Approx. ¥230,000/month**

## **C) Gensen Chōshūhyō or State of Earnings**

Employers provide a *Gensen Chōshūhyō* (State of Earnings) in January to their employees. The *Gensen Chōshūhyō* details your previous year's income (January-December), tax you pay, and how much you contribute to Social Insurance and Pension.

Be sure to keep your *Gensen Chōshūhyō* or Statement of Earnings. JET Program Participants who must file tax returns in their home country need this slip, as do all reappointed JET Program Participants who apply for an extension on their Status of Residence. A Statement of Earnings is also needed when you get a job in Japan after finishing the JET Program or your tax status or Status of Residence changes.

## **D) Paperwork to do**

CO will prepare the necessary documents for the basic deduction. Once you start working, you will be asked to fill in your name, address and stamp your seal on the "Application for Basic Exemption of Employment Income Earner" (see Appendix 1).

Later in **December**, your CO will ask you to fill in the "Application for Deduction for Insurance Premiums" (see Appendix 2). If you pay certain insurances, you can get deductions.



### **Pension Lump-Sum Withdrawal Payments**

All the JET ALTs will be enrolled in Japanese pension system. However, if you have paid for more than 6 months and fulfilled certain conditions, you will be eligible to receive for the Lump-Sum Withdrawal Payments after you have left Japan.

Check the Q&A concerning the Lump-Sum Withdrawal Payments on Shigaku Kyosai's HP.



[https://www.pmac.shigaku.go.jp/en/qa/detail/qa\\_03.html](https://www.pmac.shigaku.go.jp/en/qa/detail/qa_03.html)



### ③ Resident Tax (住民税, *Jumin Zei*) [Supervisory authority: **Your local municipality**]

Resident taxes are calculated based on your previous 1 January to 31 December income earned in Japan, and are levied by the municipality you live in as of 1 January of the current year.

The tax includes a per capita amount and an income-based amount.

Per capita amount: The same amount per person regardless of income.

Income based-amount: Calculated according to the income earned during the previous year.

#### A) How to pay

Tax can be deducted monthly from your salary, or you will receive a bill around June from your local municipality.

If you arrive in August 2023, you will first receive a bill or the deduction starts in June of 2024.

#### B) How to calculate

Regarding the tax rate, there are slight differences between municipalities, but it's roughly 10% of the taxable income.

The amount will be as follows;

1<sup>st</sup> calendar year: zero

2<sup>nd</sup> calendar year from June to next May: approx. ¥2,000 - ¥3,000 per month

3<sup>rd</sup> calendar year or above from June to next May: approx. ¥13,000 - ¥15,000 per month

This is the case for August arrivals.

*If you are eligible for income tax exemption, you may also be eligible for an exemption from resident taxes. **Please note that you will need to apply for them separately.***

### ④ Tax Exemption [Supervisory authority: **The National Tax Agency**]

#### A) The Tax Exemption Form

If you are eligible and wishing to apply for tax exemption in Japan, please inform your CO as early as possible and ask them for help filling out the application form.

The form must be submitted **in duplicate** to your CO, and the CO files them both to the tax office, and the tax office keeps the original and returns the duplicate to CO **with their reception stamp** on it. This procedure should be completed by the day before the payment of the remuneration is made.

Please note that you need to submit a copy of the application form to your local municipal office when filing for resident tax exemption.

The form can be downloaded from the National Tax Agency website:



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

For details, please read the instructions attached to the above form.



## **B) Home Country Tax Liabilities**

Tax liability in your home country for your Japanese income depends on certain factors including the nationality of the participant as well as the existence and content of a tax treaty between the participant's home country and Japan.

Please be aware that it is *the responsibility of each individual JET participant* to seek information via his/her home country tax agency regarding tax obligations in his/her home country as well as the necessary procedures. Your supervisor, contracting organization, Prefectural Advisor (PA), Shigaku Zaidan and CLAIR are not able to provide guidance on your home country tax liability.

### **For more information**



▶ Income tax and tax exemption



**Tokyo Regional Taxation Bureau English Information**

**TEL: +81-3-3821-9070**

▶ Resident tax

**Visit tax affairs section of your local municipality**

### **⌘ References:**

CLAIR, General Information Handbook (GIH, 2023) page.63 & 65

[https://jetprogramme.org/wp-content/MAIN-PAGE/COMMON/publications/%E2%98%852023GIH\\_E.pdf](https://jetprogramme.org/wp-content/MAIN-PAGE/COMMON/publications/%E2%98%852023GIH_E.pdf)

National Tax Agency English Guide

[https://www.nta.go.jp/english/taxes/individual/incometax\\_2022.htm](https://www.nta.go.jp/english/taxes/individual/incometax_2022.htm)

Deductions from income

[https://www.nta.go.jp/english/taxes/individual/pdf/incometax\\_2022/12.pdf](https://www.nta.go.jp/english/taxes/individual/pdf/incometax_2022/12.pdf)

Calculating your tax

[https://www.nta.go.jp/english/taxes/individual/pdf/incometax\\_2022/13.pdf](https://www.nta.go.jp/english/taxes/individual/pdf/incometax_2022/13.pdf)

### **⌘ Appendix:**

1. Application for Basic exemption of employment income earner

[https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/gensen/pdf/1648\\_73\\_gaikokugo\\_r04\\_en01.pdf](https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/gensen/pdf/1648_73_gaikokugo_r04_en01.pdf)

2. Application for deduction for insurance premiums

[https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/gensen/pdf/r04\\_05\\_en.pdf](https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/gensen/pdf/r04_05_en.pdf)



## **BRINGING Non-JET SPOUSE or CHILDREN as Dependents**

In case you are planning to bring your *non-JET family*, procedures for obtaining a **Family Visa** will differ whether he/she is coming to Japan with you or not.

(Look through the “General Info Handbook” Chapter 1 *Predeparture* 1.5.)

- ▶ He/she is coming to Japan with you → The Embassy / Consulate will issue you and your family's Visa at the same time.
- ▶ He/she is NOT coming to Japan with you → You have to apply your family's Visa after you arrived in Japan **by yourself**.

### Before coming to Japan

Consult with the Embassy / Consulate and fully understand the needed procedure.

### In Japan

Documents which show your relationship between he/she (marriage registration, birth certificate, family register, etc.) will be necessary. And to prove the dependent's state of no incomes, it would be preferable to prepare documents such as statement of earnings, resignation certificate and so on.

For support and information, contact the **Immigration Information Centers** (Tel: 0570-013904 / <https://www.isa.go.jp/en/consultation/center/index.html>) or **Foreign Residents**

**Support Center (FRESC)** (Tel: 0570-011000 /

<https://www.isa.go.jp/en/support/fresc/fresc01.html>).

- ◆ **Please note that the JET participant is completely responsible for all the arrangements (travel, living, or otherwise) and fees incurred for your Non-JET family.**

**It is the responsibility of the JET Programme participant to research any services or facilities they may require for their dependents.**



## 5. Tokyo Transportations –Trains and Cycles–



(from Tokyo Metro HP: <https://www.metrocf.or.jp/manners/poster.html>)

### ① Manners

- When waiting for trains, line up at the marked points on the platform (usually there are two or three lines), and wait until passengers have got off the train before getting on.
- Do not talk on the phone while on the train, and put it on silent mode.
- Refrain from crossing legs while seated when cars are crowded.
- Refrain from eating and drinking when cars are crowded.
- Turn down the volume of your music player to avoid disturbing people around you.
- Hold backpacks in front of you on the train.
- When using escalators (in Tokyo area), stand on the left and walk on the right.
- During the rush hours, some train cars are reserved for women only. They are always indicated with pink signs in English.
- There are priority seats at the front or back of each car for the elderly, passengers who are handicapped, pregnant or have small children.

### ② Suica or Pasma Card

These IC cards are interchangeable and can be used regardless of train company, so just buy one of them. You can also use them on buses or in some shops. You can get a slightly little bit of discount by making payments with these cards as well.

These cards are available at the ticket vending machines at the station with the deposit of 500yen and can be loaded there. The deposit will be refunded when returning the card. For details, please see JR or Tokyo Metro websites.



【Suica】 <https://www.jreast.co.jp/e/>

【Pasma】 <https://www.tokyo metro.jp/en/ticket/pasmo/index.html>





**The Suica can be used on other smart card transportation systems, too!**

The Suica cannot be used for continuous travel between areas. The use of transportation begun in one area must be ended in that area. When crossing from one area to another, first leave the ticket gate and then re-enter.

### ③ Tips

- Your school provides you with commuting allowance in compliance with the school guidelines. Please follow their instructions. Please be informed that commuter passes can be installed on either Suica or PasmO.
- Trains in Japan are pretty punctual; however, they may be delayed during the rush hours due to accidents. We do recommend you to get on the train at least 10 minutes earlier than the estimated time it takes to get to your school.
- When trains are delayed on the way to work and you will likely to be late for work, ask the staff at your destination station for “**Chien Shomei Sho, 遅延証明書**”. Also, **call or text your supervisor that you will be late for work due to the traffic accident.**
- When there are accidents and trains are stopped, you can take alternative routes “**Furikae Yusou, 振替輸送**” by showing your commuter pass/ticket with no charge. You need to get a certain ticket(s) to get on the alternate lines. These tickets are available in front of the ticket gates of the line in trouble. This is only applicable when you have a commuter pass or a ticket for the line with problems.
- You may here words “**Nobori**” and “**Kudari**” at the station. Nobori means going toward the city center, and kudari means the opposite. For Shinkansen, lines heading to Tokyo is called Nobori and the opposite is called Kudari.
- You may use **Yamanote Line (山手線)** to visit the center area of Tokyo such as Shinjuku, Shibuya or Harajuku etc. There are “Sotomawari” line and “Uchimawari” line which confuses everyone! Sotomawari trains run clockwise, and Uchimawari trains run anti-clockwise, but this knowledge wouldn't help you much unless you remember the entire Tokyo city map. However, there is a way

you can find which is which. When you hear announcement in female voice, you are standing at Uchimawari platform, and when it's a male voice, you are at Sotomawari platform.

#### ④ Traffic Safety Guidelines for Pedestrians and Cyclists



We suggest you take a look at the website below before coming to Japan. Regardless of whether you will use a bicycle here in Japan, it's important to be familiar with traffic safety rules of this country for your own safety as well as for others.

➔ [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_en.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_en.pdf)

(from National Police Agency HP)

If you plan to use a bicycle in Japan, please keep in mind the following rules.

- In principle, cyclists should ride on the street and use sidewalks only in exceptional cases.
- Drink and Cycle is prohibited. Offenders could face up to several years in jail or a large fine.
- Cyclists must use bicycle lights at night.
- Cyclists must not use umbrellas or talk on mobile phones when riding.
- Cyclists should ride on the left side of the street.
- Riding double is prohibited.
- Do not leave your bicycle anywhere you please. Park in designated parking areas.
- A bicycle MUST be registered in the crime prevention registration system whether it's new or second-hand. Bicycle shops help you with the registration. The cost for registration is 660 yen in Tokyo. You need to present your Residence Card at the time of registration.



# 6. Emergency

## ① When a disaster strikes

It's very important to prepare for emergency in order to protect your own life especially while you are living far away from your family, relatives and friends.

For example, learning about your neighborhood, and preparing an Emergency Bag are things you can easily do and are highly important to saving your life.

Register your school and supervisor's phone number to your mobile phone at your earliest convenience, or/and keep their business cards in your wallet.



Once you have settled into your new house, visit the Tokyo Metropolitan Government's website "Disaster Preparedness Tokyo" in an early stage. The guidebook can be downloaded from the following page.

【Disaster Preparedness TOKYO】

➔ <https://www.metro.tokyo.lg.jp/english/guide/bosai/index.html>

P.90 - P.91: Preparing your Emergency Bag.

P.118- P.121: Check what kind of disaster risks exist in your living area.

Don't forget to confirm the nearby evacuation places.

## ② Calling Police, Ambulance or Firetruck



110 ▶ Police

119 ▶ Ambulance / Firetruck



Tell the operator where you are as clearly as possible. Not many operators can understand English if you speak it at your normal speed. Try speaking slowly and clearly, and use simple and easy words.

For example:



*Kaji* (fire)/*Kyu-Kyu* (immediate medical treatment)/*Go-Tou* (Robbed) *Desu* (an expression used to finish sentence). *Basho-ha* (Address is), Shinjuku-ku Kagura-Kashi, 1-1.

Below are some words that can be used in emergency.

- Fire: *Kaji* (火事)
- Robbery: *Go-Tou* (強盗)
- Attacked: *Oso-Ware-Ta* (襲われた)
- Hit and Run: *Ate-Nige* (当て逃げ)
- Severely injured: *Oo-Kega* (大けが)
- Need immediate medical treatment: *Kyu-Kyu* (救急)



### ③ Medical Consultation Services

#### ○Information Services on Medical Institutions (Tokyo Metropolitan Government)

Provides information about medical institutions with staffs who can speak foreign languages.

Tel: 03-5285-8181

Hours: Every day from 9AM to 8PM

URL: <https://www.himawari.metro.tokyo.jp/qg13/qgport/tomintop/>

#### ○Japan Visitor Hotline (JNTO)

Provides support & assistance in case of emergencies (accident, illness etc.) or natural disasters.

Tel: 050-3816-2787

Hours: 24 hours a day, 365 days a year

URL: <https://www.japan.travel/en/plan/hotline/>

#### ○AMDA Medical Information Center

Nonprofit organization that helps foreign residents find medical institutions.

TEL:03-6233-9266

Hours: Weekdays from 10AM to 4PM \*excluding national holidays and 12/29-1/3

URL: <https://www.amdamedicalcenter.com/>

#### ○ Guide for When You are Feeling Ill (Japan Tourism Agency)

Web service which you can search English speaking medical institutions.

URL: [https://www.jnto.go.jp/emergency/eng/mi\\_guide.html](https://www.jnto.go.jp/emergency/eng/mi_guide.html)

#### ○TELL JAPAN

A non-profit mental health services organization.

TEL: 03-5774-0992 (Life Line) \*Chat service is available too.

Hours: Check their homepage.

URL: <https://telljp.com/>

#### ○AJET Peer Support Group

A peer support group for JET participants.

TEL: 050-5534-5566 or Skype: 'AJETPSG'.

Hours: Everyday 8PM-7AM.

URL: <https://www.ajetpsg.com/>

#### ○ International Mental Health Professionals Japan

A guide to help finding therapists in Japan.

URL: <https://www.imhpi.org/>





## 7. To make your life in Japan a little easier and comfortable

Nothing big but listed below are things good to have or good to know.

- ① **Small hand towel**
- ② **Pocket tissues**
- ③ **Heating pad (in winter only)**
- ④ **100 yen shops**
- ⑤ **Cashless payment service**

### ① **Small hand towel**

In Japan, most public restrooms or schools do not provide paper towels or hand dryers. Students and your coworkers will all have a small hand towel in their pockets or bags (unless they forget it).

In addition, Japanese humid weather will not dry out your sweat in summer, but makes you sweat more. We strongly advise you to purchase a few and keep one with you when you go out. They are available at 100-yen shops, convenience stores, or department stores etc.

### ② **Pocket tissues**

Most public restrooms provide toilet paper nowadays, but there may be a case they don't (especially in the country side or small stations). It's secure to have one in your bag. If lucky, you can get them on the streets for free!

### ③ **Heating pad (only in winter)**

As you know, there are four seasons in Japan. It gets really hot and humid in summer, and sometimes gets below zero in winter.

Some schools may not be fully equipped with an air conditioner, then having a heating pad in winter will give you a little bit of comfort.

It can be used to alleviate back or lower abdomen pain by sticking it onto the underwear.

There are different types of pads available. You can purchase them at drug stores, convenience stores, kiosks, etc.

### ④ **100 yen shops**

There are shops that sell things at 100 yen (plus tax) everywhere in Tokyo or other cities. They sell commodities, business shirts, underwear, cosmetics, plants, stationery, food and beverages, etc.

Daiso, CanDo, or Seria are some of the major chains.



## ⑤ **Cashless payment services**

There are several cashless payment services in Japan.

- Mobile Payment Applications: Applications such as Paypay, Rakuten Pay, Line Pay and so on, you can purchase things by using the QR code or the barcode displayed on the app.
- IC Cards: You can use Suica / Pasma cards for shopping. They also have applications too.
- Certain stores have their own apps. AEON group...WAON, Seven Eleven...nanaco, Family Mart...famipay.

Cash back points, charging methods and discount coupons varies, so chose the service which fits best to your life style.