Congratulations on earning enrollment at Ritsumeikan University!
The following is a schedule of procedures which must be completed after arriving in Japan when starting
your life in Japan.

<table>
<thead>
<tr>
<th>No.</th>
<th>Procedure</th>
<th>Students who must complete the procedure</th>
<th>Place to go to complete the procedure</th>
<th>Afterwards, what to order or prepare and then submit to the university</th>
<th>University office to submit notification to after procedure is complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Register your new address in Japan</td>
<td>Those newly moving to Japan</td>
<td>The city hall/ward office of the area you move in to</td>
<td>① Residence Certificate (order at city hall/ward office)</td>
<td>① Manabi Station</td>
</tr>
<tr>
<td></td>
<td>(First time living in Japan)</td>
<td></td>
<td></td>
<td>② A copy of both sides of your Residence Card (copy on your own) (New address must be printed on the card)</td>
<td>③ International Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Enroll into National Health Insurance</td>
<td>All students</td>
<td>The city hall/ward office of the area you move in to</td>
<td>Nothing needs to be submitted to the university</td>
<td>Nothing needs to be submitted to the university</td>
</tr>
<tr>
<td>3</td>
<td>Enroll into the National Pension Program</td>
<td>All students between the age of 20 and 60</td>
<td>The city hall/ward office of the area you move in to</td>
<td>Nothing needs to be submitted to the university</td>
<td>Nothing needs to be submitted to the university</td>
</tr>
</tbody>
</table>

1) **Register your address**
Students with a status of residence are obliged to report your address at the ward office in their area
upon arrival in Japan or upon change of address. Please register your address within 14 days after
moving in.

2) **Enroll in the National Health Insurance System**
“National Health Insurance” is a public health insurance system. All international students who will
stay in Japan for 3 months or more must enroll in the insurance system.
After joining the National Health Insurance, you will have to pay the National Health Insurance
premium, however, if you receive medical treatment at the doctor, you will be responsible for only
30% of the medical expenses.
You can apply for the enrollment at the ward office at the same time when register your address (1).

3) **Enroll in the National Pension System**
The National Pension System allows income security for the elderly and disabled. Those who live in
Japan, including foreigner nationals, and are between the ages of 20 to 60 years old must enroll in
this system. If you join the National Pension, you will have to pay the National Pension premium.
However, students can defer payment of their premiums with the “Special Payment System for
Students”. Please apply at the ward office.
Submit a copy of your residence card to the University

All international students are required to submit a copy of their residence card. The Immigration Service Agency of Japan requires foreign students to report their status of residence to the institution they belong.

<How to submit your residence card to the International Center at OIC>

・How to : Please submit by email, attach both sides of the photos of your residence card.
   Email : ru-coe@st.ritsumei.ac.jp

・Due by : As soon as upon completion of registration of your new address in Japan.
   *If you are already in Japan, please submit it now.

★Rules when sending emails★

・Subject should be “(OIC) New student submission of residence card”
・Please quote your “full name in alphabet”, “College or graduate school scheduled to be enrolled”, and “Examinee’s number (Student ID number, if known)” in your email.

(Example of email)

Subject: (OIC) New student submission of residence card

Dear Ritsumeikan University International Center,

This is YAMADA TARO who is planning to be enrolled in Fall semester 2020. Please find attached a copy of my residence card.

   Name : YAMADA TARO
   Enrolled in : Graduate School of Policy Science
   Examinee’s number : 12345678

For the status of residence, please be sure to check ”2. About your Residence Status” as posted in the website of Ritsumeikan University "New International Student Orientation".

(End)