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.

**[STEP1] Housing search**

If you haven’t found housing yet, please refer to the following website.

1. **Website for Kyoto City International Foundation (Accommodation)**
   - Introducing a housing search website for foreigners and real estate agents in Kyoto where foreign language speakers are available.

2. **Ritsumeikan CO-OP (Kinugasa Housing Search Center)**
   - The Kinugasa Housing Search Center is located on the university campus. There is an advantage that it is easy to consult even after moving in.

**[STEP2] Take the following steps (1)-(3) at the ward office**

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.
   
   For details of the procedures, please refer to The Website of Kyoto City International Foundation.

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). For more details, please refer to the The Website of Kyoto City International Foundation or Information from Ritsumeikan University International Center.

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.
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 Kinugasa Campus>

• 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 (STEP2).
  * If you are already in Japan, please submit it now.

★ Rules when sending emails★
• Subject should be “(Kinugasa) 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: (Kinugasa) 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 International Relations
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".