

2017 Guidebook: Life in Oita City

PREFACE

Welcome to Oita City!

The City of Oita is proactively promoting internationalization and the realization of a multicultural society. We have implemented various policies to improve our administrative services and to create a pleasant, worry-free environment for foreign residents living here.

This guidebook was compiled with the help of many individuals and organizations. Its purpose is to provide foreign residents with basic information about daily life to help overcome uncertainty or problems that may arise from differences in culture and customs.

The City of Oita hopes that by using this guidebook, foreign residents will gain an understanding of our city and enjoy many fulfilling days here, in what we would like them to think of as their second hometown.

City of Oita

Please keep the following points in mind when reading this guide:

- Some of the contents of this guide are subject to change, which may result in some discrepancy in information.
- Please do not hesitate to contact City Hall for further information. It would be useful to bring a person who can speak Japanese to ensure smoother communication when making an inquiry.
- The contents are directly related to daily life in Oita City, however, the basic information contained in this guidebook should be common to any municipality in Japan.

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Profile of Oita City

Oita City is blessed with a beautiful panoramic view of Beppu Bay, wild monkeys that live on Mt. Takasaki, and two major rivers, Oita River and Ono River, running through the city north to south. In addition to its abundant nature in the form of the ocean, mountains, and rivers, this area has a mild climate. With an area of 502.39 square kilometers and a population of roughly 480,000 people, Oita City has played an important role in the politics, economics, and culture of Eastern Kyushu from ancient times.

Oita City was previously known as Bungo Funai and flourished under the governance of the feudal lord Sorin Otomo becoming one of the biggest trading centers in Japan and becoming widely known throughout Europe during the Warring States Period. Oita City was the first place that western culture blossomed, bringing western medicine, music, and plays to the rest of the country.

During the rapid economic growth post-World War II, Oita City saw spectacular development in the heavy chemical industries such as steel and petrochemicals. In recent years, information technology-related businesses and other cutting-edge manufacturers have also expanded their businesses which has served to further diversify the industrial makeup of Oita City.

Oita City's unique geographic location has contributed to its status as an economic hub of Eastern Kyushu. On land, Oita City has three railway lines, highways, and other main roads flowing in and out of the city. On water, there is a well-developed maritime traffic system that crosses the Bungo Channel.

The major project of elevating Oita Station, one of the gateways to the city by land, was completed in 2012 which reunified the city center previously dissected by railway tracks. Two new city landmarks opened in April 2015 - the Oita Station Building and the Oita Prefectural Art Museum located north of the station. There is even greater expectation for Oita City's further development as a result of its recent transformation into a bustling, lively, urban center.

I. 大分市で生活をはじめの方へ Important Information for New Residents

1. 在留管理制度・住民登録 (Zairyu Kanri Seido/Jyumin Toroku) Residency Management System and Residence Registration

The law for partial amendment to Japan's Immigration Control and Refugee Act was passed in 2009 which resulted in the introduction of a new residency management system instated from July 9th, 2012 for foreign residents in possession of a legally recognized status of residence. This new residency management system allows the Minister of Justice to have a continuous grasp of the information required to manage foreign residency status.

(1) 中長期在留者の管理制度の対象者 (Chuchokizairyusha no Kanriseido no Taishosha) Residency Management for Mid-to-Long-Term Residents

Individuals eligible for mid-to-long-term resident status are foreign nationals who do not fit into one of the following six categories:

- ① Persons granted permission to stay for 3 months or less
- ② Persons granted "Temporary Visitor" status
- ③ Persons granted "Diplomat" or "Official" status
- ④ Persons recognized by the Ministry of Justice ordinance as equivalent to the foreign nationals in the aforementioned ① ~ ③.
- ⑤ Special permanent residents
- ⑥ Persons with no resident status

A resident card will be issued in accordance with approved changes to residence status such as permitted changes to the entry permit or status of residence, permission to extend the period of stay, etc. (A new resident card will be issued each time a change or extension is granted.)

(2) (中長期在留者の在留管理制度に伴う届出 (Chuchoki Zairyusha no Zairyukanriseido ni Tomonau Todokede) Notifications Required of Mid-to-Long-Term Residents Under the Residency Management System

Mid-to-long-term residents must notify the relevant divisions in Oita City Hall after taking up residence in Oita City, as well as when changing domiciles within the city or moving out of Oita City. Such persons should bring their resident card with them and notify the relevant divisions within 14-days from the moving date.

It is necessary to notify and apply at the Regional Immigration Bureau within a designated period in the instance that changes need to be made to the information on your resident card (name changes, etc.) and when renewing your resident card.

Mid-to-long-term residents whose status of residence permits them to work in Japan as well as those with a "student" or "dependent" status of residence must notify the Regional Immigration Bureau upon changes to work/schooling status and marital status.

Regional Immigration Bureau in Oita City: Fukuoka Immigration Bureau Oita Branch Office
Legal Affairs Bureau (Main Building, 1F)
7-5 Niage Machi, Oita City
TEL: 097-536-5006

(3) 特別永住者の方 (Tokubetsu Eijusha no Kata) Special Permanent Residents

Oita City Hall will continue to accept applications from special permanent residents for changes to information listed on the Special Permanent Resident Certificate (excluding domicile changes), applications to extend special permanent residence status, and applications for the reissuance of Special Permanent Residence Certificates due to loss or damage.

Where to Apply: Citizens' Affairs Division in Oita City Hall (1st Floor) and City Hall branch offices

※Special permanent residents with a valid Alien Registration Card will be able to use this card in place of the Special Permanent Residence Certificate up to a designated point specified by age. Persons 16 years of age or older will be able to use their valid Alien Registration Card up until their birthday that is the beginning of the next confirmation or renewal period. Those under 16 years of age must apply to replace their Alien Registration Card with a Special Permanent Residence Certificate before their 16th birthday.

(4) 住民登録の手続き(Jumintoroku no Tetsuzuki) Residence Registration

Foreign nationals who will legally stay in Japan for more than three months* need to undergo residence registration and create a residence record. A residence record is fundamental to living in Japan. Foreign residents need to notify the appropriate administrative bodies after arriving in Japan and when moving to different parts of Japan. Refer to ①-③ for detailed information regarding the notification required. (These are the new procedures that used to be covered by “Alien Registration” under the previous system.)

*One of the following documents A-C will be issued for foreign nationals legally staying in Japan for more than three months:

- A. Resident Card
- B. Special Permanent Resident Certificate
- C. Alien Registration Card

Where to Apply: Citizens' Affairs Division in Oita City Hall (1st Floor), City Hall branch offices

①Those who have newly arrived in Japan

Required Documents

- Resident Card, Special Permanent Resident Certificate, or Alien Registration Card
(The certificates or cards of all of members who need to be registered are required.)
- A passport is required for individuals who have not received their resident card yet.
(Individuals with a 在留カード後日交付 stamp in Japanese next to the landing verification sticker in their passport means that a resident card will be issued at a later date. (*Sample on the next page.)



The resident card will be sent from the Tokyo Immigration Bureau to the address registered in the residence record. Applicants will not be able to receive their resident card without undergoing the appropriate residence registration procedures.

② Those who received a resident card after staying in Japan as a “temporary visitor”

Required Documents:

- Resident card (The resident cards of all members who need to be registered are required.)
- Passport

③ Those changing residences:

(a) Those who move to Oita City from other municipalities in Japan are required to submit a “Change of Address Certificate” issued by the municipality that the person previously lived in along with a **“Moving-In Notification”** within 14 days from the moving date.

(b) Those who relocate to other parts of Oita City are required to submit a **“Notification of Change of Address”** within a 14-day period from the moving date.

(c) Those who will move to other municipalities in Japan are required to submit a **“Notification of Moving-Out”** prior to moving. Oita City will issue a “Change of Address Certificate.” Submit the “Change of Address Certificate” along with a **“Moving-In Notification”** to the municipality you are relocating to within 14-days from the moving date.

Required Documents:

- Resident card, special permanent resident certificate, or alien registration card (The certificates or cards of all of members who need to be registered are required.)
- My Number individual number notification card (paper card) or individual number card (plastic card with photo and IC chip), Basic Resident Registration Card

※Under the new system, it is now necessary to notify the appropriate administrative bodies when changing residences. These types of notifications can be done at the Citizens’ Affairs Division at City Hall or any City Hall branch regardless of where you live.

(5) 証明書について(Shomeisho ni Tsuite) Certificates

Under the new system, City Hall now issues a “Certificate of Residence” as official certification for foreign residents in place of the former “Certificate of Registered Matters on Alien Registration” under the previous system. The Certificate of Residence certifies that an individual’s residence is registered in Oita City. This certificate is required in occasions such as acquisition of a driver’s license and purchasing a car. It is issued at the Citizens’ Affairs Division in Oita City Hall and other branch offices. There is a ¥300 charge per certificate. Individuals requesting certificates will be asked to show proper

identification such as an alien registration card or resident card. A proxy letter is required from an individual who applies on behalf of someone who is not a member of the same household.

Additionally, a certificate of residence can be obtained by using automated self-service machines located in 5 places in the city (issuing charge of ¥200 per certificate.) Users need to be registered in advance to be able to use this machine. Please contact the Citizens' Affairs Division in Oita City Hall or the following branch offices for user registration information.

(6) 問い合わせ（日本語対応）(Toiawase) Contact Information

<Questions concerning residence registration and notification of change of address>

Residential Record Section, Citizens' Affairs Division, Oita City Hall

(097-537-5734) 2-31, Niage Machi

<Questions Concerning Certificate of Residence >

Counter Service Section, Citizens' Affairs Division, Oita City Hall

(097-537-5614) 2-31, Niage Machi

Counter Service Section, Tsurusaki Branch (097-527-2111) 1-2-3, Higashi Tsurusaki

Counter Service Section, Dainan Branch (097-597-1000) 5115-1, Oaza Nakahetsugi

Counter Service Section, Wasada Branch (097-541-1234) 743-2, Oaza Tamazawa

Counter Service Section, Ozai Branch (097-592-0511) 1-4-3, Madokoro

Counter Service Section, Sakanoichi Branch (097-592-1700) 3-5-33, Sakanoichi Minami

Counter Service Section, Saganoseki Branch (097-575-1111) 1407-27, Oaza Saganoseki

Counter Service Section, Notsuharu Branch (097-588-1111) 800, Owaza Notsuharu

Akeno Branch (097-558-1255) 1-1-1, Akeno Higashi

2. 印鑑 (Inkan) - Name Seals

It is more common to use name seals (inkan) than signatures in Japan. There are two types of seals - one is a formal seal called "jitsu-in" that is used to stamp official documents and the other is a more informal seal called "mitome-in" used as a sign of acknowledgement.

You must register your jitsu-in at City Hall and you will be issued a seal registration certificate in return. This certificate, together with your seal, serves to verify your identity. A jitsu-in is necessary when drawing up a contract to purchase a car, real estate, etc. A "mitome-in" is for less formal transactions and does not need to be registered.

(1) 登録できる印鑑 (Toroku Dekiru Inkan) - Jitsu-in Specifications

Jitsu-in are made at local seal shops called "hanko-ya." Please observe the following restrictions regarding jitsu-in:

- ① The seal impression may be circular, oval, rectangular, or square and must fit inside a square with sides that measure between 8mm and 25mm. The diameter of the seal should be longer than 1cm.
- ② It must be made of wood, stone, metal, or some other long-lasting material.
- ③ No part of the seal should be damaged or worn down.
- ④ No more than one third of the border can be missing.
- ⑤ The characters used for your seal should be one of the following as registered in the Basic Resident Registration:

- Your official name

- The name you commonly go by (nickname)
- Your last name or given name of either your official name or nickname
- A combination of one part of your official name or one part of the name you commonly go by

(2) 印鑑登録の仕方 (Inkan Toroku no Shikata) - How to Register Your Jitsu-in

Any foreign national who is registered in the Basic Resident Register, resides in Oita City, and is 15 years old or older may register their jitsu-in. You must bring the seal that you would like to register along with your alien registration card, resident card, or special permanent residence certificate to City Hall or one of the branch offices and inquire at the seal registration counter called “inkan toroku madoguchi.” You will receive an official card with your seal impression after registration is complete.

(3) 印鑑登録証明書の交付 (Inkan Toroku Shomeisho no Kofu) - How to Order a Seal Registration Certificate

In case you need a jitsu-in seal registration certificate, present the official card with your seal impression and apply at Oita City Hall or one of the branch offices. You can receive the certificate for a fee of ¥300.

Additionally, a jitsu-in seal registration certificate can be obtained by using automated self-service machines located in 5 places in the city (issuing charge of ¥200 per certificate.) Users need to be registered in advance to be able to use this machine. Please contact the Citizens’ Affairs Division or its branches for user registration information.

(4) 問い合わせ先 (Toiawase Saki) - Contact Information

<Questions concerning jitsu-in registration>

Residency Record Section, Oita City Hall 097-537-5734 (preferably in Japanese)

<Questions concerning seal registration certificates>

Counter Service Section, Oita City Hall 097-537-5615 (preferably in Japanese)

3. 銀行 (Ginko) - Banking

(1) お金の管理 (Okane no Kanri) - Managing Your Money

① Opening an Account

It is possible to open an account at any financial institution such as a bank, Japan Post Bank, credit union, credit association or agricultural cooperative. You will need your passport, resident card, or special permanent resident certificate, and your seal. You will be able to apply for a bank card (ATM card) at that time.

※The documents required to open an account may differ for each financial institution. Please contact each institution beforehand to confirm.

② Business Hours

| | |
|-----------------|---|
| | Monday ~ Friday |
| Banks: | 9:00am ~ 3:00pm |
| Japan Post Bank | 9:00am ~ 6:00pm (Postal services stop at 4:00 pm) |

* Business hours may vary depending on the financial institution you use.

③ ATM Service

Request a bank card when you open an account. It is possible to deposit, withdraw, check account balances, etc., via an ATM. ATM fee charges differ by bank. Additionally, ATM business hours depend on the financial institution and where it is located. Contact the financial institution or Japan Post Bank directly for more information on these services.

(2) 外貨両替・国際送金 (Gaika Ryogae ・ Kokusai Sokin)-Foreign Currency Exchange and Overseas Remittance

① Foreign Currency Exchange

Foreign currency exchange services are only available at major banks and Japan Post Banks with “Foreign Currency Exchange” signs. Contact the financial institution ahead of time to confirm as there are cases where you may not be able to use exchange services depending on the currency. There may also be set restrictions on the amount of money that can be changed at one time. Please bring your passport and resident card or special permanent residence certificate when exchanging currency.

② Overseas Remittance

At a Bank: Money can be sent overseas via wire transfer. Processing fees range anywhere from ¥4,000 to ¥7,500 depending on the currency and other additional conditions. Bring your passport, resident card or special permanent residence certificate with you. Presentation of an Individual Number Card or Individual Number Notification Card may be required of foreign nationals who have a residence record in Japan as well as those in possession of a resident card and have been issued a “my number” (individual number).

At the Japan Post Bank (services limited to select Japan Post Banks): There are three ways to send money overseas via the Japan Post Bank. It is possible to send a postal money order via airmail to an overseas address; transfer money to a postal account; or transfer money to an overseas bank account, however, this last option may not be possible for some countries. Service charges are ¥2,500 across the board regardless of the amount sent. The charge will differ slightly when sending money to America. For more information on these services, please contact the Japan Post Bank. Presentation of an Individual Number Card or Individual Number Notification Card is required of foreign nationals who have a residence record in Japan as well as those in possession of a resident card and have been issued a “my number” (individual number).

③ Business Hours

Foreign currency exchange and remittance services are only available during business hours. (Refer to the business hours for banks and the Japan Post Bank on the previous page.)

(3) 問い合わせ先 (Toiawase Saki) - Contact Information

| | |
|--|--|
| Japan Post Bank: 0120-108420 | (toll free) |
| 8:30am ~ 9:00pm | (weekdays) |
| 9:00am ~ 5:00pm | (Saturdays, Sundays, and national holidays) |
| 9:00am ~ 5:00pm | (December 31 st - January 3 rd) |
| Japan Post Bank English Info Line: 0120-085420 | (toll free) |

8:30am ~ 6:00pm (weekdays only)

*Brochures about Japan Post Bank services are available in 8 languages (English, Chinese, Korean, French, Rumanian, Thai, Tagalong, and Portuguese).

4. 住居 (Jyukyo) - Housing

There are various ways to go about finding a place to live such as going through a real estate agent or looking at rental information in magazines. Real estate agents do not charge for their service, however, they are entitled to a commission if you sign a contract to rent an apartment through them. You can ask a real estate agent to show you several apartments and they will give you a tour of each place. Most of the agents belong to the association below which handles claims should you run into any trouble with your landlord.

Oita Ken (Oita Prefecture) Takuchi Tatemono Torihikigyo Association
Address: 2-4-15, Kentokumachi
Telephone: 097-536-3758

Apartments and homes for rent are listed in magazines available at convenience stores and bookstores. These magazines are generally placed near the registers. They feature diagrams of the housing layout as well as information on rent and other fees, size, year of construction, type of flooring, location, and whether it has a bath. Maps in the back of the magazine can help you get an idea of its location. The real estate agency will take you to the apartment/house. The rent contract will typically be finalized between you and the real estate agency.

(1) 借用に際しての情報 (Shakuyo ni Saishiteno Joho) - Rental Information

Japanese apartments are not equipped with standard cooking or laundry facilities such as a gas range, oven, refrigerator or washing machine. Please consider these expenses and the space they require when previewing apartment layouts.

Most landlords require foreign renters to have a guarantor, or “hoshonin.” This person should be Japanese, be willing to countersign the contract, and be willing to accept responsibility for the renter’s negligence regarding contract conditions.

Changing interior or exterior features of your apartment, such as painting, is generally not permitted in the contract. A large amount of money could be claimed for compensation in the case of a breach of contract. In Japan, various fees are required when renting an apartment or home as described below.

① 手付金 (Tetsuke-kin) - Deposit

This initial deposit is paid to the landlord to reserve the property. The deposit will be appropriated to become part of the first month’s rent after the contract is finalized.

② 敷金 (Shiki-kin) - Security Deposit/Key Money

In Oita, the security deposit generally totals about three months rent. In the case of an outstanding balance, the landlord can deduct that amount from the shiki-kin. It can be also used towards damages caused deliberately or incidentally and put toward repair costs for damages incurred due to inappropriate usage of housing facilities. Please refer to your contract regarding the amount of time you are required to notify the landlord and realtor before moving out. If you fail to

notify them in time, you may be charged another month's rent even after moving out. Additionally, if you find aspects of the apartment unsatisfactory, you must notify the realtor for repairs before you sign the contract or it will become your own responsibility.

③ 仲介料 (Chukai-ryo) - Real Estate Agency Commission

This payment should be less than one month's rent in accordance with regulations. It is non-refundable. This payment is for their organization services, handling the contracting, communication with the landlord, and acting as the liaison for your concerns regarding the apartment.

④ 家賃 (Ya-chin) - Monthly Rent

You must pay the rent for the following month by the end of each month. If you enter into a contract in the middle of the month, the rent will be prorated. However, if you move out mid-month, most landlords will not allow you to pay your rent according to the number of days you lived there during the last month. In most cases, the whole month's rent must be paid even if you leave in the middle of the month.

* Generally, a sum of money totaling about five month's rent will be necessary upfront before you move into an apartment or rented house.

⑤ 共益費 (Kyoeki-hi) - Neighborhood Fee

Some apartments have a monthly charge, which is used towards maintaining the neighborhood. Often this charge is simply tacked onto your monthly rent.

⑥ 保険 (Hoken) – Insurance

You may be required to purchase a comprehensive householders' policy or fraternal insurance towards any tenants' or personal liability in the event of fire and water leakage. The cost is approximately 20,000 yen.

(2) 家族用公営住宅 (Kazoku yo Koei Jyutaku) - Public Family Housing

Public housing is an option for families living in Oita City, however, availability is extremely limited. There are some eligibility requirements such as a maximum income limit and full payment of taxes. Applications are accepted at the following locations:

Oita Municipal Public Housing
Public Housing Division
6th Floor, Oita City Hall
Tel: 097-537-5977 (Japanese only)

Oita Prefectural Public Housing
Oita Ken Jutaku Kyokyukosha
2-3-32, Shirosakimachi
Tel: 097-532-5135 (Japanese only)

5. 医療保険制度 (Iryo Hoken Seido) - Health Insurance

In Japan there are multiple kinds of social health insurance systems: National Health Insurance (NHI), Employee Health Insurance (there are several kinds), and Latter-Stage Elderly Healthcare System (LSEHS). LSEHS coverage is compulsory for those who are 75 years old or older. Those who are 65 years old or older with some types of specified disabilities can also be covered by LSEHS. NHI

coverage is compulsory for those who are younger than 75 years of age and not covered by other social insurance plans. Foreign nationals living in Oita City who have undergone resident registration procedures and intend to stay in Japan more than three months must be covered by one of these health insurance plans. The above insurance plans allow the insured to pay only a fraction of the medical expenses. Moreover, members who are covered can obtain insurance benefits in the case of a birth or death of a family member.

Please note that some medical expenses such as extra charges for a private hospital room and special dental treatments are not covered by insurance.

(1) 国民健康保険 (Kokumin Kenko Hoken) – National Health Insurance (NHI)

① Application Procedures

Bring proof to Oita City Hall or one of the branch offices (both the Honkozaki and Isshakuya Liaison Offices will also accept NHI applications) that shows that you intend to reside in Japan for more than three months to apply. Your resident card or special permanent resident certificate will suffice if it is indicated on the card. If not, bring your passport, visa, and any other documents from the institution that invited you to Japan. It is best to determine exactly what documents are required before requesting the institution hosting you to provide them. There is no application fee, but naturally there are insurance payments. Please refer to the following examples for a person under 40 years of age:

| Approximate Yearly Income | Number of enrolled members | NHI Payment |
|----------------------------------|----------------------------|---------------|
| ¥2,400,000 | 1 | ¥197,100/year |
| ¥1,200,000 | 1 | ¥57,800/year |
| No income from the previous year | 1 | ¥19,900/year |

※The figures may differ in the case of individuals for whom City Hall does not have any income records. Those required to declare their income should do so.

Contact Information:
 “Fuka shikaku” Section, National Health Insurance and Pension Division
 2nd Floor, Main Building, Oita City Hall
 Tel: 097-537-5736 (Japanese only)

② Payment of Medical Expenses

Submit your NHI card at the reception desk when you go to the doctors. You are only required to pay a predetermined percentage of the medical expenses (20% for children preschool age and younger, 30% for school age to 69 years of age, payments are either 10, 20, or 30% for individuals 70 years and over depending on income). Your insurance card will be returned to you at the end of the exam. Make sure to keep your insurance card in a safe place.

Contact Information:
 “Kyufu” Section, National Health Insurance and Pension Division
 2nd Floor, Main Building, Oita City Hall
 Tel: 097-537-5735 (Japanese only)

③ Changes to Registered Information

You must notify the appropriate division if there are changes to the registered information on file such as your name, address, etc. Bring your NHI card to the NHI Division in Oita City Hall or to one of its branch offices within 14 days. The NHI card must be returned in the following circumstances:

- when enrolling in EHI
- when moving to another municipality of Japan
- when returning to your home country
- when receiving public assistance
- in the case of death

Contact Information:

“Fuka shikaku” Section, National Health Insurance and Pension Division

2nd Floor, Main Building, Oita City Hall

Tel: 097-537-5736 (Japanese only)

④ Payment of Insurance Tax

NHI tax payments are made monthly from June to March of the next year. Please pay after receipt of the tax payment slip from NHI. The payments can be made at most banks or you can pay directly at the NHI Division in Oita City Hall. It is also possible to have your payments automatically deducted from your bank account. Your health insurance tax payments can be deducted from your pension payments if you are 65 years old or older and satisfy the necessary requirements.

Contact Information:

“Fuka shikaku” Section, National Health Insurance and Pension Division

2nd Floor, Main Building, Oita City Hall

Tel: 097-537-5736 (Japanese only)

⑤ NHI Benefits

Benefits are available in the case of pregnancy or death.

- a) NHI provides a lump-sum benefit of ¥404,000 to insured individuals to subsidize maternity fees. Note that NHI provides ¥420,000 for a birth (also includes cases of stillbirths for women who were pregnant 22 weeks or longer) under medical supervision of medical institutions that are covered by the Japan Obstetric Care Compensation System. This benefit is also provided for a stillbirth or miscarriage if the woman was pregnant for 12 weeks (85 days) or longer. A certificate issued by a doctor is required in such cases.
- b) In the case of death, NHI provides ¥20,000 for the person responsible for funeral arrangements to offset funeral service costs. The following documents must be submitted to City Hall at counter No. 9 of the National Health and National Pension Division on the 1st floor of Oita City Hall or one of its branch offices (including both the Honkozaki and Isshakuya Liaison Offices) to register the death and receive payment: insurance card, inkan of the person making the funeral arrangements, bank book, and a document that shows the name of the person who hosted the funeral such as 会葬礼状 (Kaiso Reijo)-a letter of appreciation given to funeral attendees.

Payment will be made to the person responsible for funeral services only if the insured person passed away while in Japan.

Contact Information:

“Kyufu” Section, National Health Insurance and Pension Division
2nd Floor, Main Building, Oita City Hall
Tel: 097-537-5735 (Japanese only)

(2) 被用者保険 (Hiyousha Hoken) - Employee Health Insurance

Contact your employer directly for further details as your company will handle all insurance procedures for you.

(3) 後期高齢者医療制度 (Kokikoreisha Iryo Seido) - Latter-Stage Elderly Healthcare System (LSEHS)

① Application Procedures

Those who have been covered by NHI or Employee’s Health Insurance will be automatically switched to LSEHS on their 75th birthday. Individuals who were not covered previously by those types of insurances need to apply for LSEHS. The procedures for coverage under LSEHS is the same as for NHI.

Contact Information:

“Fuka shikaku” Section, National Health Insurance and Pension Division
2nd Floor, Main Building, Oita City Hall
Tel: 097-537-5736 (Japanese only)

② Payment of Medical Expenses

Submit your insurance card at the reception desk when you go to the doctors. You will only be required to pay 10% (30% for those whose income exceeds a certain amount) of medical expenses.

Contact Information:

“Kyufu” Section, National Health Insurance and Pension Division
2nd Floor, Main Building, Oita City Hall
Tel: 097-537-5735 (Japanese only)

③ Changes to Registered Information

You must notify City Hall within 14 days in the case of changes to the registered information on file such as your name, address, etc. . The insurance card must be returned in the following circumstances:

- when moving to another municipality of Japan
- when returning to your home country
- when receiving public assistance
- in the case of death

Contact Information:

Fuka Shikaku Section, National Health Insurance and Pension Division
2nd Floor , Main Building, Oita City Hall
Tel: 097-537-5736 (Japanese only)

④ Insurance Premium Payments

Latter-Stage Elderly Healthcare Insurance premium payments are made monthly from July to February of the next year. You may pay your insurance premium payments at most banks or directly at Oita City Hall. It is possible to have your payments automatically deducted from your bank account. Your health insurance tax payments can be deducted from your pension payments if you satisfy certain requirements.

Contact Information:

“Fuka shikaku” Section, National Health Insurance and Pension Division

2nd Floor, Main Building

Oita City Hall

Tel: 097-537-5736 (Japanese only)

⑤ LSEHS Benefits

LSEHS provides ¥20,000 to the person responsible for funeral arrangements to offset funeral service costs in the case of death of the insured. The following documents must be submitted to claim this benefit: insurance card, Inkan and bank account booklet of the person hosting the funeral services, and a document that proves the host of the funeral such as 会葬礼状 (Kaiso Reijo)-a letter of appreciation given to funeral attendees.

Contact Information:

“Kyufu” Section, National Health Insurance and Pension Division

2nd Floor, Main Building, Oita City Hall

Tel: 097-537-5735 (Japanese only)

6. 国民年金制度 (Kokumin Nenkin Seido) - National Pension System

Individuals between the ages of 20 and 59 who possess an address in Japan are legally required to enroll in the National Pension System (NPS).

However, if you are employed by a company and enrolled in the Employees' Pension Insurance System (EPIS), applying for NPS is not necessary. Please consult with your company regarding enrollment in other pension systems as it is the responsibility of each company to ensure pension coverage for all its employees.

(1) 国民年金への加入手続き (Kokumin-Nenkin eno Kanyu Tetsuzuki) - National Pension System Application Procedures

NPS may be applied for at Oita City Hall (either at the National Pension Office in Oita City Hall or at branch offices including the Honkozaki Liaison Office and Isshakuya Liaison Office.) Please bring your passport with you.

(2) 年金手帳 (Nenkin Techo) – Pension Handbook

You will receive your Pension Handbook after completion of the necessary enrollment procedures. The Pension Handbook is necessary to receive pension benefits. Please be aware of the importance of this document and make sure that it is kept in a safe place.

(3) 保険料の納付 (Hokenryo no Nofu) - National Pension Premium Payments

The monthly NPS premium is ¥16,490 as of April 1st, 2017. Payment slips will be sent by the Social Insurance Agency approximately one month after applying. You can make the premium payments at financial institutions and designated convenience stores, pay by credit card, or apply for automatic withdrawal from your bank account.

* Payment Difficulties: Please consult with City Hall staff rather than failing to pay if you are having difficulty paying the monthly premiums. There is the possibility that you may qualify for an exemption or payment extension if your income from the previous year is lower than the set standards or if you are no longer employed. Students may apply for the "Special Payment System for Students." Students should bring their student ID with them when applying.

(4) 年金の請求手続きと給付 (Nenkin no Seikyū Tetsuzuki to Kyūfu) - Benefits and Claims

Individuals enrolled in the National Pension System are entitled to pension benefits in the following cases if the necessary conditions are met.

- ① If you become disabled: Disability Basic Pension
 - ② If the enrolled person dies leaving behind a child or a spouse with a child: Survivors' Basic Pension
 - ③ When you turn 65 years old: Basic Pension
- ※As of August 1, 2017, individuals who have paid into the pension system for 10 years or more will be eligible to receive these pension benefits.
- ④ In the case your husband, who was set to receive pension benefits, dies prior to receiving payments: Widow's Pension
 - ⑤ In the case of a death of a person who has paid monthly pension premiums for three years or more prior to receiving pension benefits: Lump-Sum Death Benefits

(5) 脱退一時金 (Dattai Ichijikin) - Lump Sum Withdrawal Payment

A lump-sum withdrawal payment will be made to individuals who have paid monthly pension premiums for a set period who will be leaving Japan without receipt of pension benefits. Individuals eligible to receive this payment must fulfill the following four requirements.

- ① Individuals who do not possess Japanese nationality.
- ② Individuals who have paid pension premiums for 6 months or more.
- ③ Individuals who do not have a place of residence in Japan.
- ④ Individuals who have never received any kind of pension payment.

※Make sure to obtain the claim form while you are in Japan (available at the Oita Pension Office) and mail it directly to the Japan Pension Service Headquarters within two years of leaving Japan. There are certain cases where applications will be accepted prior to leaving Japan. Please direct all inquiries to the Japan Pension Service Oita Branch. Documents to be submitted with the form are as follows:

- ① Your pension handbook
- ② A photocopy of your passport including a copy of the pages that show your final departure date from Japan, your name, date of birth, nationality, signature, and residence status.
- ③ If a "certified bank stamp" is not affixed to the claim form, submit a document (certificate issued by the bank, etc.) verifying the name of your bank, the branch name, branch address,

account number and that the name of the account holder (the name of the account holder must be the same as the applicant).

Note: Please be aware that the term corresponding to the payment amount is not the same as the actual pension enlistment period.

(6) 問い合わせ先 (Toiawase Saki) - Contact Information

National Pension Office
(Oita City Office)

Tel: 097-537-5617

(consultations only in Japanese)

Japan Pension Service Oita Branch
2-18-15, Higashitsuru, Oita City

Tel: 097-552-1211

(consultations only in Japanese)

7. 介護保険 (Kaigo Hoken) – Long-Term Care Insurance

This system is based on the spirit of mutual assistance and cooperation in which society comes together to support those who are facing the need for long-term care. Foreign persons who are 40 years of age or older residing in Oita City, have completed resident registration, and have been approved to stay in Japan for three months or longer, must enroll in long-term care insurance. This is a system that serves to support those insured along with their family by providing elderly people with the necessary services when they are in situations that require long-term care and assistance.

Additionally, 元気はつらつ教室 (Genki Haturatsu Kyoshitsu) or the "Class for Happiness and Health" as well as various other services are provided to put off the need for nursing care for as long as possible. Individuals eligible to receive long-term care services are those aged 65 and over who require care as well as those between the ages of 40 and 64 who require long-term care and assistance due to having specially designated illnesses.

(1) 保険料の納付(Hokenryo no Nofu) - Insurance Premium Payment

Long-term care insurance premiums for individuals between the ages of 40 and 64 are determined by the health insurance program the individual is enrolled in. Payments will be collected together with health insurance premiums.

Individuals who are 65 or older and who receive pension payments that exceed ¥180,000 annually will have their premium payments automatically deducted from their pension. Individuals 65 or older and who receive less than ¥180,000 annually in pension payments, should pay their insurance premiums using the payment slips provided by the city or by bank transfer. Payment slips will be mailed out in June and payments should be made from June to March of the following year.

(2) 届出事項の変更 (Todokede Jiko no Henko) - Making Changes to Registered Information

If you are 65 years old or older, you must notify the Social Welfare Division for the Elderly (長寿福祉課) located on the 1st floor of Oita City Hall in the following cases. Bring the long-term care insurance certificate with you.

- ① When relocating to Oita City from elsewhere
- ② When moving away from Oita City
- ③ When changing residences within Oita City
- ④ In case of death

(3) 受けられるサービス (Ukerareru Sabisu) - Long-Term Care Insurance Benefits

- Nursing Care Services: (You must file an application and be certified as requiring long-term care.)
- Welfare Services: These include services that encourage active social involvement and foster a zest for life on the part of the elderly in addition to those that aim to support an independent and self-sufficient lifestyle for elderly people who live on their own as well as for households with elderly family members. (There are certain conditions that must be fulfilled in order to be eligible to receive these services.)
- Staff at community comprehensive support centers will be able to consult on the various services available. Please inquire below for further information on the types of services available.

(4) 問い合わせ先 (Toiawase Saki) - Contact Information

Social Welfare Division for the Elderly (2nd Floor, Oita City Hall Annex Building)

Tel: 097-537-5679 (Japanese only)

8. 自動車免許 (Jidosha Menkyo) – Driver's License

To drive in Japan, you are required to have a Japanese Driver's License or an International Driver's License issued by a country/region that is affiliated with the Geneva Convention. (Individuals who possess a Swiss, German, French, Belgian, Slovak, Monacan, or Taiwanese license are authorized to drive in Japan for a year from the date of arrival with that license and its authorized Japanese translation.) An International Driving Permit is valid for one year from the date of issue. For those who intend to acquire a Japanese Driver's License, there is a written examination available in both English and Chinese in addition to the standard Japanese exam.

Individuals who possess licenses from their home countries must fulfill the following conditions and procedures to obtain a Japanese Driver's License.

(1) 必要な条件 (Hitsuyo na Joken) - Necessary Conditions

- ① The driver's license from your home country must still be valid.
- ② You must have lived in the country that issued the driver's license longer than three months after receipt of license.
- ③ You must pass a written examination, driving test and aptitude test in addition to both an eye exam and physical exam. Candidates with a driver's license issued from any of the following 27 countries/regions are exempt from taking both the written examination and driving test, but must take the aptitude test: Australia, Belgium, Denmark, Finland, France, Germany, United Kingdom, Greece, Italy, Iceland, Ireland, Luxemburg, Holland, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, Austria, Czech Republic, Canada, Korea, Slovakia, Monaco, Taiwan, and the states of Maryland and Washington in the United States of America. The written examination is currently offered in eight foreign languages: English, Chinese, Korean, Spanish, Portuguese, Persian, Russian, and Thai with the Japanese translation included in all versions. Examinees must score 7 out of 10 points correctly to pass the written exam.

Those who pass the written examination may go on to take the driving test. Examinees must use a licensing center vehicle for the driving examination. Both automatic and manual cars are available, but the license will be limited to driving only automatic cars if the examinee uses an automatic for the driving test.

(2) 手続きに必要な書類 (Tetsuzuki ni Hitsuyo na Shorui) - Required Documents

- ① Driver's license from home country
- ② Passport or other ID (needed to verify more than three months of residence in home country after obtaining the driver's license)
- ③ Certificate of Residence (Jyuminhyo) - Nationality needs to be listed on the certificate.
- ④ Official translation of the driver's license issued by your home country: Bring the driver's license from your home country to either your home country's embassy, consulate, or the Japanese Automobile Federation (JAF) Fukuoka Branch for this service. The JAF Oita Branch does not provide translation services.
Nippon Jidosha Renmei Fukuoka Shibu (JAF Fukuoka Branch)
5-12-27, Muromi, Sawara-ku, Fukuoka-shi
Tel: 092-841-7731
- ⑤ Two photographs (3cm x 2.4cm): You are not allowed to wear a hat or colored contacts and should not have your bangs obstructing your eyes. There should not be any background objects in the photo. The photo should have been taken within the past 6 months.
- ⑥ Processing Fees: Fees include the application fee (varies depending on the type of license), car rental fee, and issuing fees (if you pass the exam).

(3) 予約・連絡先 (Yoyaku・Renrakusaki) - Reservation and Contact Information

A reservation is required when you apply for a Japanese driver's license.

Interpreting services are not available. Individuals who do not speak Japanese must bring someone to interpret for them.

* Oita-Ken Keisatsu Honbu Kotsubu Unten-Menkyo-Ka

(Department of Motor Vehicle Licensing, Oita Prefectural Police)

6687 Matsuoka, Oita City Tel: 097-528-3000

Open from 8:30 am ~ 5:15 pm Monday through Friday (excluding national holidays)

9. 電話 (Denwa) - Telephones

(1) 電話番号の読み方 (Denwa Bango no Yomikata) - How to Read Phone Numbers

Example: 097 - 534 - 6111

City Code- District Code- Phone Number

As in other countries, drop the first three digits (city code) when calling within city limits. The city code is only necessary when making a call outside the city.

(i.e. Tokyo: 03 Osaka: 06 Fukuoka: 092 Oita: 097)

※“Free Dial”

“フリーダイヤル” or Free Dial is a Japanese toll-free service.

Major toll-free numbers start with “0120.”

(2) 公衆電話の使い方 (Koshu Denwa no Tsukaikata) - How to Use Public Telephones

- ① Lift receiver, deposit coins (¥10 or ¥100), or insert a phone card into the slot. Make sure that you can hear a dial tone before dialing. If you hear a warning beep, deposit more coins or insert a phone card. Change from a ¥100 coin will not be returned.
- ② “Can be used for international calls” will be displayed on the screens of public telephones from

which international calls can be made. To make an international call, dial accordingly using the numbers below:

1. Access code of the carrier*
0033: NTT Communications
001: KDDI
0061: SoftBank Telecom
2. 010
3. Country code
4. Area code
5. Phone number of the person you're calling

(3) 電話を受けたい時は (Denwa o Uketai Toki wa) - Receiving Phone Calls

There are two ways to obtain phone services in Japan: either purchase a mobile phone or install a home phone line.

① Mobile Phones

You can purchase mobile phones from several companies in Oita. Most of the information necessary to purchase a mobile phone is identical to that for a home phone line. Area coverage, available services, and contract terms and conditions can vary widely between companies. Japan often has signage to discourage mobile phone use in certain locations, so please observe these warnings and do not use your mobile phone while driving. Below is a list of local mobile phone companies (toll free numbers):

- NTT DoCoMo: 0120-005-250 (automated response)
Consultation in English, Chinese, Portuguese, and Spanish available from 9:00am-8:00pm.
- SoftBank: 157 from SoftBank cell phones or 0800-919-0157 (automated response)
Consultation in English and Portuguese available from 9:00am-8:00pm
- au: 0077-7-111 (automated response)
Consultation in English, Chinese, and Tagalog available from 9:00am-8:00pm.
Consultation in Korean and Portuguese available from 9:00am-6:00pm.
※Press "9" to connect to an operator after the automated response in Japanese and request service in the language of your choice.

② Home Phone Line Installation

Call NTT WEST at 116 (Japanese) or toll-free at 0120-064-337 (customer service available in English, Portuguese, Spanish, Korean) to apply to install a home phone line or for further information. The 116 hotline is open every day from 9am-5pm excluding the year-end holiday period from December 29th ~ January 3rd. Business hours are the same for the 0120-064-337 hotline except for weekends and national holidays. The following items are essential when applying to install a home phone line:

- ① Identification such as a passport, resident card, special permanent resident certificate, or alien

registration card

- ② Installation Fee: Approximately ¥10,000. Amount may vary depending on the work done.
- ③ Your address and other information
- ④ At the time of installation, you must choose one of the five calling plans: 'Entry', 'Entry Light Plan', 'INS Net 64 Plan', 'INS Net 64 Light Plan', or 'FLET'S Hikari & Hikari Denwa.'
A subscription fee of ¥36,000 (excluding tax) in addition to a contract fee of ¥800 (excluding tax) are required to join the "Entry" or "INS Net 64 Plan."
Refer to the official NTT websites below for service details:
<http://www.ntt-west.co.jp/product/index.html> (Japanese)
<http://www.ntt-west.co.jp/english/> (English)

IMPORTANT NOTE: A person calling you from overseas must drop the first zero of the city code.

For example: country code + city code + district code + phone number

correct 81 + **97** + 534 + 6111

incorrect 81 + **097** + 534 + 6111

(4) 自宅から国際電話をかけたい時 (Jitaku kara Kokusai-Denwa o Kaketai Toki - Making International Calls from Home)

Telephone charges, calling methods, and the countries or areas you can call may differ by telephone company. There may be some sort of procedures that you will need to undertake to make international calls from home depending on the telephone company you use. Please contact the individual companies directly for further information.

(5) 自宅の電話で電話会社を選ぶには (Jitaku no Denwa de Denwa Gaisha o Erabu niwa) - Choosing your Home Line

If you wish to apply for another telephone company (other than NTT) after getting a home line, please contact the companies on the following page.

(Reference) Visit http://www.myline.org/index_e.html , click "English," and click "What's MYLINE?"

(6) 電話帳 (Denwa Cho) - Phone Books

There are two types of Japanese telephone directories: Town Pages (businesses sorted by industry) and Hello Pages (businesses and individuals). If you have a home line, you can order these directories for free. Contact NTT WEST toll free at 0120-064-337 (customer service available in English, Chinese, Korean, Portuguese, and Spanish), or at 0120-506-309 (Japanese only) for more information.

(7) 問い合わせ先 (Toiawase Saki) - Toll-Free Contact Information

| | |
|---------------------------|--------------------------|
| NTT Communications | 0120-506506 |
| NTT West Japan | 0800-2000-116 |
| QT Net (Kyushu Telephone) | 0120-75-0086 |
| KDDI | 0077-777 or 0120-22-0077 |
| SoftBank Telecom | 0088-82 |

| | |
|-----------------------|--------------|
| Deutsche Telecom | 0120-701-874 |
| Fusion Communications | 0120-987-100 |
| Verizon Business | 0120-61-0071 |

II. 緊急・健康管理 - Emergencies and Health Concerns

1. 緊急時 (Kinkyu ji) - Emergencies

(1) 消防署 (Shobo-Sho) - Fire Department and First Aid

Emergency Phone Number: **119**

For non-emergency concerns: 097-532-2187 (Japanese only)

(2) 警察署 (Keisatsu-Sho) - Police : Crimes and Traffic Accidents

Emergency Phone Number: **110**

For non-emergency concerns: (Japanese only)

Residents in central Oita (Chuo Police Station): 097-533-2131

Residents in eastern Oita (Higashi Police Station): 097-527-2131

Residents in southern Oita (Minami Police Station): 097-542-2131

* When making an emergency call from a pay phone, pick up the receiver, push the red emergency button and dial the emergency number above.

Sample dialogue for emergency calls:

1. Your problem = _____ DESU
 KAJI = fire
 OHKEGA = serious injury
 KYUBYO = sudden illness
 JIKO = traffic accident
 DOROBO = robbery
 STOHKA = stalker
2. Your name = WATASHI WA _____ DESU
3. Your location = _____ NI IMASU
4. Telephone number = DENWA BANGO WA _____ DESU
5. Request an ambulance = KYUKYU SHA ONEGAI SHIMASU
6. Request a speaker of English = EIGO GA WAKARU HITO O ONEGAI SHIMASU

* Ambulance service is free of charge, however, are only available in cases of serious injury and illness. You must go the hospital by taxi or car if you are not in immediate danger. Should you need to go to the hospital, bring some money (about ¥10,000) and your insurance card.

(3) 自然災害 (Shizen Saigai) - Natural Disasters

<Typhoons and Heavy Rains>

Typhoon season in Japan is typically from June to September bringing heavy rain and strong wind. Typhoons can result in damage to many services such as gas, electricity, phone, and water. Heavy rains may also cause roads and schools to close, as well as disrupt transportation. Refer to television or radio weather reports for the latest information when a typhoon hits.

<Earthquakes>

Compared with other areas of Japan, Oita Prefecture has not experienced a powerful earthquake although the potential exists. Houses may collapse, fires may break out, and tsunami or landslides may occur in the event of an earthquake.

* If you are at home when you feel an earthquake, please take the following precautions:

- ① Do not go outside. Stay away from walls, furniture, glass, and other things that are likely to fall. Protect yourself by hiding under a sturdy desk or table.
- ② Once the initial shaking stops, turn off all gas, ovens, and heaters and shut off the main gas supply . If you decide to seek refuge elsewhere, turn off the power breakers before leaving your residence.
- ③ Leave a door open.

* If you are **outside** when you feel an earthquake:

Take refuge inside a building or open area **AWAY** from walls, glass, advertisements, and other things that are likely to fall.

* Phone lines may be down after a powerful earthquake. Take precautions such as contacting your consulate or embassy so that family and friends in your home country will know you are safe. Also have a pre-arranged meeting area or message exchange location for your family in the aftermath of a disaster.

Natural disasters such as typhoons and earthquakes happen unexpectedly. It is important to remain calm in the event of a natural disaster. The “Multilingual Disaster Preparedness Guidebook” explains how to prepare for disaster before it happens and what to do when it happens. The guidebook can be found on Oita City's “KOKUSAI WEB” in 4 languages: Japanese, English, Chinese, and Korean. Please take some time to read through it.

2. 医療 (Iryo) – Medical Care

Illness and injuries can be treated at clinics or hospitals. Since each clinic or hospital has differing specialties, patients need to figure out which clinic/hospital would be most appropriate for their symptoms. Most clinics and hospitals do not provide multilingual services, so it is recommended to bring someone who speaks Japanese with you. This booklet includes a vocabulary list at the end of English, Chinese, and Korean for common symptoms that may help patients describe his/her condition to the doctor. You will need your health insurance card and some money to be examined and for treatment (medicine, etc.). Please refer to information on page 12 regarding how to arrange for health insurance coverage.

| |
|---|
| ★Use the following website to search for multilingual clinics/hospitals. |
| Oita Medical Information HOT NET (Able to accommodate searches in Japanese, English, Simplified Chinese, Traditional Chinese, and Korean.) http://iryjo-joho.pref.oita.jp/ |
| <How to use the website> |
| ①Click "Search in a variety conditions" in "Look for a medical institute." ②Click "Service amenities in the medical institution." ③Select language and click "Search" at the bottom of the page. |

| |
|---|
| ★The guidebooks below provide useful information about health, illness, childbirth, etc. |
| (Easy Japanese) http://www.oitaplaza.jp/iryjo/iryjo_hand_j.pdf |
| (English) http://www.oitaplaza.jp/iryjo/iryjo_hand_e.pdf |
| (Chinese) http://www.oitaplaza.jp/iryjo/iryjo_hand_c.pdf |
| (Korean) http://www.oitaplaza.jp/iryjo/iryjo_hand_k.pdf |
| (Tagalog) http://www.oitaplaza.jp/iryjo/iryjo_hand_t.pdf |
| (Portuguese) http://www.clair.or.jp/tagengorev/pt/index.html |
| (German) http://www.clair.or.jp/tagengorev/de/index.html |
| (French) http://www.clair.or.jp/tagengorev/fr/index.html |
| (Spanish) http://www.clair.or.jp/tagengorev/es/index.html |
| (Indonesian) http://www.clair.or.jp/tagengorev/id/index.html |
| (Thai) http://www.clair.or.jp/tagengorev/th/index.html |
| (Vietnamese) http://www.clair.or.jp/tagengorev/vn/index.html |
| (Russian) http://www.clair.or.jp/tagengorev/ru/index.html |

Easy Japanese ~ Tagalog guidebooks: Compiled by the Oita International Plaza

German ~ Russian guidebooks: Compiled by the Council of Local Authorities for International Relations

*AIDS Testing Services - The Oita City Health Care Center offers AIDS consultation and testing. Free and anonymous testing is done every Monday. Appointments are necessary.

Special AIDS Phone Consultation Service : 097-537-8190 (Japanese only)

9:00 am ~ 5:00 pm, Monday to Friday (excluding national holidays)

3. 出産・育児 (Shussan・Ikuji) -Childbirth and Parenting

(1) 出産 (Shussan) - Childbirth

①母子健康手帳 (Boshi Kenko Techo) - Maternal and Child Health Handbook

There are various services available to pregnant women and children in Japan. Please fill out and submit a Pregnancy Notification Form at the Oita City Health Care Center or one of its branches (Central Health Center, East Health & Social Welfare Center, West Health & Social Welfare Center, and Oita City health support offices) as soon as you find out that you are pregnant. You will be given the Maternal and Child Health Handbook, called "Boshi Kenko Techo" in Japanese. This handbook will

be required when receiving prenatal checkups, infant checkups, and when your child receives vaccinations. After delivery, please send the post card attached to the handbook to the Public Health Center to receive postnatal health instruction by a public health nurse or midwife. The handbook written in Japanese is free. A bilingual Maternal and Child Health Handbook in Japanese and English is available for ¥820 at the Central Health Center of the Public Health Care Center, East and West Public Health & Social Welfare Center.

②妊婦健康診断受診票 (Ninpu Kenko Shindan Jushin Hyo) –Prenatal Checkup Tickets

Prenatal checkup tickets are issued for expectant mothers who have been registered as residents of Oita City. Bring the tickets and the Maternal and Child Health Handbook to the prenatal checkups.

③出生届及び関連の手続き (Shussyo-Todoke oyobi Kanren no Tetsuzuki) - Birth Registration and Related Procedures

If you give birth in Japan, you or a member of your family must register the birth at the Citizens' Division of City Hall or any of its branch offices within 14 days including the date of birth. You must bring the Maternal and Child Health Handbook, a copy of the birth certificate issued by the hospital, your NHI certificate (if you are covered) and an inkan (a mitome-in will suffice).

If your baby does not have Japanese nationality and you want your baby to stay in Japan more than 60 days after the birth, you must apply for permission to acquire status of residence at the Regional Immigration Bureau on behalf of your child within 30 days of birth. A resident card will be issued when your baby is granted permission to acquire status of residence. If the baby is a special permanent resident, you need to apply for the baby's special permanent residency status within 60 days of birth at Oita City Hall or a branch office. A special permanent resident certificate will be issued once permission has been granted. Additionally, do not forget to notify your home country's consulate of the birth.

④出産育児一時金 (Shussan Ikuji Ichijikin) - Birthing and Infant Care Allowance

If the baby's mother is enrolled in NHI, ¥390,000 is provided to offset the costs of giving birth. A lump sum of ¥420,000 is provided for births at medical institutions that have joined the obstetric care compensation system. In most cases, the application procedures will be done through the medical institution. You do not need to apply at Oita City Hall for this. It is also possible to apply directly without going through the medical institution. (In this case, you will need to temporarily pay the delivery expenses to the hospital or clinic.) In the case that the actual delivery expenses are less than the allowance, you need to file a claim at City Hall to receive the remainder. Please apply at window #9 on the 1st floor of Oita City Hall, its branch offices, or the Akeno Community Branch Office. The following documents are necessary to apply for the allowance:

1. NHI card
2. Bank account information
3. Inkan of the individual listed as head of the household (stamp-style inkan is not accepted)
4. Maternal and Child Health Handbook
5. Copy of a written agreement received from the medical institution
6. Payment details issued by the medical institution that state:
 - I. that the medical institution has not applied for the allowance.

II. that the medical institution has applied for the allowance, however the delivery costs were less than the allowance amount.

III. that the delivery was conducted under medical supervision of a medical institutions that has joined the obstetric care compensation system.

Individuals who are covered by a public health insurance program other than NHI should apply to the appropriate insurance office.

⑤ 予防接種 (Yobo Sesshu) - Vaccinations

Oita City offers several kinds of vaccination for babies who are registered residents. Information about medical institutions that provide vaccinations is on the Oita City official website (<http://www.city.oita.oita.jp/>) and listed in the “Shiho Oita” (the municipal newsletter) issued on April 1st. Please bring the Maternal and Child Health Handbook with you when getting your child vaccinated.

Contact Information:

Oita City Public Health & Preventive Health Care Division
6-1, Niagemachi, Oita City Tel: 097-535-7710 (Japanese only)

⑥ こんにちは赤ちゃん訪問 (Kon-nichiwa Akachan Homon) - Hello Baby Home Visits

Here in Oita City, "Hello Baby Home Visits" are provided to every household with a baby 4 months old or younger. The visits are carried out by public health nurses and midwives certified to give childcare advice.

⑦ 乳幼児健康診査 (Nyuyouji Kenkoshinsa) – Infant and Toddler Checkups:

Oita City provides babies who are registered residents with a 3-4 months checkup, a 7-8 months checkup, a 9-11 months checkup, an 18 month checkup, and a 3 year checkup. The checkup forms will be sent by mail. Please bring the forms as well as the Maternal and Child Health Handbook on the day you go for the checkup.

Contact Information:

Oita City Health Care Center Health Care Division
6-1, Niage Machi
Tel: 097-546-2516 (Japanese only)

⑧ すこやか育児電話相談 (Sukoyaka Ikuji Denwa Sodan) - Childcare Consultation Telephone Service

The Oita City Health Care Center provides the following phone service:

Operating Hours: Monday - Friday 9am - 4:30pm
Tel: 097-537-8181 (Japanese only)

Consultation regarding childcare is available either in a sit-down interview setting or by telephone.

Contact Information:

Child Rearing Support Office (In Horuto Hall Oita)
1-5-1, Kanaikeminami Tel: 097-576-8245 (Japanese only)

(2) 育児 (Ikuji) - Parenting and Child Care Information

① 保育所 (Hoiku Sho) – Daycare Centers

Please refer to "Enrolling Your Child in Daycare, Kindergarten, Certified Daycare Centers, and Elementary/Junior High School (1)-(3)" on page 42.

② こここころーム - Niko Niko Room

The Niko Niko Room accepts children over 18 months old who are mentally or physically challenged. In addition to daycare services, support is extended to parents in the form of childcare/lifestyle advice and counseling.

For more information, please contact the Niko Niko Room.

Contact Information:

Niko Niko Room (in Horuto Hall Oita)

1-5-1, Kanaikeminami

Tel: 097-576-8247 (Japanese only)

③ 児童手当 (Jido Teate) - Child Allowance System

A child allowance is given to the parent or guardian of a child up until the first March after the child turns 15 years old. Both the parent/guardian and the child need to be registered as residents of Oita City. Apply for the allowance at the Childcare Support Division, East Public Health & Social Welfare Center, West Public Health & Social Welfare Center, or any of the City Hall branch offices within 15 days of moving to Oita, birth of a child, etc. The allowance is paid three times a year in February, June, and October. Please note that application delays can result in missing some allowance payments.

<Monthly Allowance (Amount)>

| | |
|--|---------|
| In the case the income of parent/guardian is less than the limit: | |
| All children under 3 years of age (across the board) | ¥15,000 |
| Households where the first and the second children are between the ages of 3 and completion of elementary school age | ¥10,000 |
| Households where the third child (and all subsequent children) are between the ages of 3 and completion of elementary school age | ¥15,000 |
| All junior high school students (across the board) | ¥10,000 |
| In case the income of the parent/guardian exceeds the limit: | |
| All children from 0 years of age up to completion of junior high school aged students | ¥5,000 |

<Income Limits>

| Number of family dependents | Income Limits |
|-----------------------------|---------------|
| None | ¥6,220,000 |
| 1 person | ¥6,600,000 |
| 2 people | ¥6,980,000 |
| 3 people | ¥7,360,000 |

※The income limit increases ¥380,000 for each dependent.

④ 児童育成クラブ (Jido Ikusei Club) - After School Programs

Children in elementary school who are alone at home after school can be admitted to after school programs called "Ikusei Clubs" that provide supervised play time for kids. Most elementary school districts have programs, but there are also some that do not. In principle, the clubs are open Monday to

Friday during after school hours and school vacations. Each club has different hours. Monthly costs amount to ¥4,500 per child with snacks being a separate expense.

Contact Information:

Childcare Support Division

Tel: 097-537-5675

(Japanese only)

4.福祉 (Fukushi) - Welfare Services

Please contact the following City Hall divisions for further details on welfare services (preferably in Japanese):

* Services for elderly persons: Social Welfare Division for the Elderly: 097-537-5679

* Services for persons with physical and/or mental disabilities: Social Welfare Division for the Disabled: 097-537-5658

* Services for persons requiring financial assistance: Livelihood Assistance Division: 097-537-5621

5.女性に対する暴力についての相談窓口 (Josei ni Taisuru Boryoku ni Tsuite no Sodan Madoguchi) - Consultation Services for Violence Against Women

Violence at the hands of a husband, partner, or boyfriend is called Domestic Violence (DV). In romantic relationships, DV does not only take the form of physical abuse, but also mental abuse and financial abuse used by one person to control the other without exacting bodily harm.

Other violence against women, such as sexual harassment, stalking, and sexual assault is a violation of human rights and is absolutely unacceptable.

Please do not hesitate to use the following telephone consultation services.

【Consultation Services】

*Domestic violence (DV) from a spouse or partner:

◆ Central Oita City Family Support Center

Tel: 097-537-5666

8:30am - 6:00pm Monday-Friday (Excluding national holidays, year-end and new- year holidays)

◆ Oita Prefecture Spousal Abuse Counseling and Support Center

・婦人相談所 (Fujin Sodanjo)

Tel: 097-544-3900

9:00am - 9:00pm Monday - Friday

1:00pm - 5:00pm, 6:00pm - 9:00pm Saturdays, Sundays, and national holidays

Consultation in person (appointment necessary)

9:00am - 5:00pm Monday - Friday

(Excluding national holidays, year-end and new- year holidays)

・消費生活・男女共同参画プラザ - アイネス (Shohisha Seikatsu Danjo Kyodo Sankaku Plaza i-ness)

Tel: 097-534-8874

9:00am - 4:30pm Monday - Friday

(Excluding national holidays, year-end and new- year holidays)

*Domestic violence (DV) from a spouse, partner as well as consultations concerning stalking:

◆ Oita Prefectural Police

Tel: 097-534-9110 (24-hour response services) / 097-537-4107 / 097-534-5110

9:30am - 5:45pm Monday – Friday

(Excluding national holidays, year-end and new-year holidays)

※Consultation concerning domestic violence can be made at the nearest police station.

Oita Central Police Station 097-533-2131

Oita East Police Station 097-527-2131

Oita West Police Station 097-542-2131

* Sexual harassment and gender-based discrimination in the workplace:

◆ Oita Labor Bureau – Employment Environment and Equal Employment Department

Tel: 097-532-4025

8:30am - 5:15pm Monday – Friday

(Excluding national holidays, year-end and new year holidays)

*Sexual harassment in schools:

◆ City of Oita School Education Division

Tel: 097-537-5648

8:30am - 5:15pm Monday – Friday

(Excluding national holidays, year-end and new year holidays)

*Sexual harassment in schools:

◆ 大分県人権・同和教育課 (Jinken Dowa Kyoiku ka) Oita Prefectural Government

Tel: 097-534-4366

9:00am - 5:00pm Monday – Friday

(Excluding national holidays, year-end and new year holidays)

Consultations also accepted via e-mail no-sekuhara@pref.oita.lg.jp or by fax: 097-506-1799 .

*Consultations concerning women's human rights:

◆ Women's Rights Hotline (Oita District Legal Affairs Bureau)

Tel: 0570-070-810

8:30am - 5:15pm Monday – Friday

(Excluding national holidays, year-end and new year holidays)

*Consultation regarding other issues facing women:

◆ City of Oita Gender Equality Promotion Center

Tel: 097-574-5578

2:00pm-8:00pm Tuesday and Thursday

10:00am-4:00pm Saturday

(Excluding national holidays, year-end and new year holidays)

*Consultation regarding other issues facing women:

- ◆ 大分県 消費生活・男女共同参画プラザ (アイネス) (Shohisha Seikatsu Danjo Kyodo Sankaku Plaza i-ness)
Tel: 097-534-8874
9:00am - 4:30pm Monday – Friday
(Excluding national holidays, year-end and new year holidays)

III. 公共サービス・公共制度 - Utilities and Public Services

1. 電気 (Denki) - Electricity

The majority of Oita City residents contract with the Kyushu Denryoku electric company for their electricity. Electric current in Kyushu is 60 cycles/100volts. If you have appliances that use a different current, please refer to the instruction manual or consult with someone at an electrical appliance store.

Contact Information:

■ To apply for Kyushu Denryoku electricity service

Kyushu Denryoku Call Center: 0120-986-504 (Japanese only)

■ To apply for electricity through a retail electricity suppliers (other than Kyushu Denryoku)

Contact the retail electricity supplier directly. A complete list is available on the Agency for Natural Resources and Energy homepage.

★ In the case of Kyushu Denryoku:

<Standard Case>

(1) 使い始めるとき (Tsukaihajimeru Toki) - To Commence Service

Switch the limiter and the breaker to ON. You will find several switches on the power switchboard. The main power switch is called the limiter, and auxiliary switches that branch power into various rooms or appliances are called breakers. (There are cases where the limiter is built into the electricity meter.) Call the Kyushu Denryoku Call Center if the electricity does not come on after switching the limiter and breakers on.

(2) 停電したとき (Teidenshita Toki) - In Case of Power Failure

The amperage limiter will automatically cut off the power when the amperage you are consuming has exceeded the contracted limit. (Electricity will flicker on and off if the limiter is built directly into the meter.) If this happens, turn off some electrical appliances to lower the amperage, and push up the limiter switch. If an electrical appliance does not work properly, pull the cord out from the electrical outlet and stop using the appliance. Contact the Kyushu Denryoku Call Center if the power still doesn't come on after moving the limiter around or if the power remains out even though none of the breaker switches are indicating that there is a problem.

(3) 料金の支払い (Ryokin no Shiharai) - Paying Your Electricity Bill

Meter checks are conducted monthly and you will be notified of your electricity consumption. The

most common forms of payment are automatic deduction from a designated bank account or paying directly at banks and convenience stores.

(4) 使用を中止するとき (Shiyo o Chushisuru Toki) - To Terminate Service

Notify the Kyushu Denryoku Call Center 4-5 days prior to moving. When you move out, be sure to switch the limiter to OFF.

* Important: It is imperative to have your electricity service stopped prior to moving out! Supplying electricity to a vacant house can be the cause of a fire.

(5) 契約アンペアを変更するとき (Keiyaku Anpea wo Henko Suru Toki) –Changing Amperage

If you want to make changes to the amperage, contact Kyushu Denryoku after receiving approval from your landlord. If a breaker shuts off even though the limiter hasn't, it will be necessary to change how you are using your appliances or else have work done on the indoor hardwiring such as increasing the number of circuits. It is essential to get landlord approval prior to contacting an electrician to perform work.

★In the case of retail electricity suppliers (other than Kyushu Denrokyu):

Application and payment procedures differ by company. Please contact the retail electricity suppliers directly for detailed information.

2. ガス (Gasu) - Gas

There are two types of gas in Oita City. One is natural gas provided by Oita Gas Co. (Tel. 534-2211) and the other is LP Gas (Liquefied Propane Gas). The type of gas you use is predetermined by your apartment or house, so you must use appliances that match. Using appliances not suited to your gas type is extremely dangerous and could result in incomplete combustion and potential fire hazards.

(1) 料金の支払い (Ryokin no Shiharai) - Paying Your Gas Bill

Meter checks are conducted monthly and you will be notified of your gas consumption. You can pay your gas bill at banks and convenience stores. It is also possible to arrange for automatic deduction from your bank or postal accounts.

(2) 引っ越しのとき (Hikkoshi no Toki) - When Moving In or Out

① Natural Gas

Contact Oita Gas Co. (097-534-2211) 2 ~3 days prior to moving in with the address of your residence, your name, and telephone number. When moving out, be sure to let them know 4~5 days prior to the cut-off date for payment calculation purposes. They will ask for your customer number, which is written on the meter record, so have it handy when you make the call.

② Propane Gas

There are many local propane gas merchants. Please find the nearest retailer in your neighborhood to start or cut off service.

3. 水道 (Suido) - Water

In Oita City, water service is managed by the Municipal Water Works Bureau (WWB). Water is purified at numerous water purification plants throughout the city and you can safely drink it straight from the faucet.

(1) 使い始めるとき (Tsukaihajimeru Toki) - Commencing Water Service

Apply to commence water service via one of the following methods:

- Call the Central Service Office.
- Fill out the service application postcard in the envelope attached to the faucet and return it by post.
- Visit a Service Office, counter #7 of the Citizens' Division in Oita City Hall (1st floor, main building), or any of the City Hall branch offices to request service.

(2) 料金の支払い (Ryokin no Shiharai) - Payment

Charges for water use and sewage services are calculated every two months. Residents will receive their water bill the following month. There are two methods of payment: you can have the service charges automatically deducted from a designated bank account or you can choose to receive a bill which you can pay at banks, post offices in Kyushu (excluding Okinawa), as well as at convenience stores.

If you want to apply for the automatic deduction service, please fill out the application form contained in the envelope marked "Notices for New Water Users" distributed to new residents. Bring the application form and the inkan you have registered for your bank account to the bank or post office where you have your account to apply. The automatic deduction application form can also be found at teller counters in banks.

(3) 使用を中止するとき (Shiyo o Chushisuru Toki) - Stopping Service

It is necessary to notify that appropriate authorities to suspend water service if you will be moving or will not be using water for a long time due to traveling, etc. You can call the Service Center or directly visit the Service Center, counter #7 of the Citizens' Division in Oita City Hall (1st floor, main building), or any of the City Hall branch offices to request service suspension.

(4) 問い合わせ先 (Toiawase Saki) - Contact Information

| | | |
|-----------------------------|----------------|------------------------------|
| Oita City Waterworks Bureau | Service Office | 097-538-2416 (Japanese only) |
| | Mon. ~ Fri. | 8:30 am ~ 5:15 pm |
| | After-Hours | 097-538-1812 (Japanese only) |

4. ごみ (Gomi) - Garbage

Oita City categorizes residential waste as follows:

| | | | |
|-----|------------------|---------------------------------|--|
| (1) | Burnable Garbage | Designated Yellow Garbage Bags | Food scraps, cooking oil, paper scraps, plastic, dirty cloths, leather, rubber, wood, etc. |
| | | Transparent or Translucent Bags | Branches, leaves, and grass |

| | | |
|------|--|--|
| (2) | Non-Burnable Garbage | Metals, glass, ceramic ware, microwave ovens, vacuum cleaners, fan heaters, etc. |
| (3) | Plastic Containers and Packaging | Plastics (items with the plastic recycling mark, food containers and packaging, PET bottle caps, etc.) |
| (4) | Compressed Gas Cans | Including gas cylinders for gas cartridge stoves |
| (5) | Lighters | Disposable lighters and refillable gas lighters |
| (6) | Fluorescent Lights, Lightbulbs, Mercury Thermometers | |
| (7) | Dry Cell Batteries | Disposable type |
| (8) | Cans and Glass Bottles | Food and beverage cans/bottles (pet food cans included in this category) |
| (9) | Plastic PET Bottles | Non-alcoholic and alcoholic drink bottles, soy sauce bottles, etc. |
| (10) | Newspapers | Newspapers and fliers |
| (11) | Other Paper Items | Books, magazines, cardboard, paper juice cartons, printing paper, wrapping paper, envelopes, letters, etc. |
| (12) | Clothing | Shirts, sweaters, clothing, sheets, etc. |
| (13) | Oversized Items | Items unable to fit in a 45L garbage bag, branches, tatami mats, mattresses, furniture, bicycles, etc. |

Items in (8), (10), and (11) can be disposed of via recycling drives held by school children in your area and those held by your local Neighborhood Association.

Contact Information:

Waste Disposal Management Division (Oita City Hall, Main Building, 4th floor)

Tel: 097-537-5687 (Japanese only)

Proper Garbage Disposal

- Oita City garbage trucks regularly collect trash (1) ~ (12) at designated pick-up points throughout the city. Separate your garbage according to the chart above.
- Collection days vary by neighborhood.
- Calendars for garbage collection (written in Japanese) are distributed to Oita City households each March. A copy of the calendar in English, Chinese and Korean is available upon request at the Citizens' Division (1st floor of City Hall).
- Place garbage at designated collection points by 8:30am on pick-up day.
- There is no pick-up except for scheduled collection days, so you will have to keep your garbage until the next collection day. Make sure not to put your garbage out the day before the collection day.
- Burnable garbage and non-burnable garbage are to be disposed of using Oita City's designated yellow garbage bags. All other garbage listed in (3) ~ (12), can be thrown away using 45L

transparent or translucent (colorless) bags. Please make sure that the bags are tightly closed when you put them out at the garbage collection station. Garbage bags that are not in line with garbage restrictions will not be collected.

- Oita City's designated garbage bags can be purchased at supermarkets and convenience stores. The price of the bags are as follows.

| | Garbage Bags | | | | |
|--------------------------|--------------|--------|-------|-------------|------|
| Size | Large | Medium | Small | Extra small | Mini |
| Capacity (Equivalent of) | 45L | 30L | 20L | 10L | 5L |
| Price (10 bags) | ¥315 | ¥210 | ¥140 | ¥70 | ¥35 |



- Be conscientious of proper garbage etiquette! Be a good neighbor!

(1) 燃やせるごみ (Moyaseru Gomi) - Burnable Garbage (Designated yellow garbage bags)

- Collected twice a week.
 - Examples of burnable garbage: food scraps, seafood shells, paper, disposable chopsticks, bamboo skewers, leather, rubber products, small bundles of twigs, cooking oil, non-recyclable paper (i.e. disposable diapers), plastic products, and vinyl products.
 - Burnable plastic products are limited to those that are not labeled with a plastic mark “.”
 - Drain kitchen scraps well and place them in a paper or plastic bag.
 - Wrap disposable chopsticks and bamboo skewers (be sure to break off the sharp end) in paper.
 - Soak cooking oil in cloth or paper before disposal.
 - Rinse feces off of disposable diapers before disposal.
 - Please put out un-recyclable clothing, stuffed animals, etc. on the later collection day. (second collection day of the week)
- *Put twigs, grass, leaves, etc. in either transparent or translucent (colorless) bags and put out at the collection station on the later collection day (second collection day of the week). Please limit this type of garbage to a maximum of two bags a week.

(2) 燃やせないごみ (Moyasenai Gomi) - Non-Burnable Garbage (Designated yellow garbage bags.)

- Collected once every four weeks.
- Examples of non-burnable garbage: glassware, ceramics, umbrellas, small electric appliances, knives, metallic lids, irons, and hair dryers.
- Shards of glass, knives and other sharp objects must be wrapped in newspaper and placed in the designated yellow bags. Please write "キケン"(danger) in Japanese Katakana before putting the garbage bag at the collection station.
- Cans and glass bottles that contained cosmetic products, medicine, etc.

(3) プラスチック製容器包装 (Plastic-sei Youki Houso)-Plastic Containers and Packaging
(Please use either transparent or translucent, colorless bags.)

- Collected once a week.
- This sign  on packaging denotes this type of garbage.
- Examples of plastic containers and packaging: cup noodle containers, natto containers, plastic lunchboxes (obento), plastic egg cartons, strawberry packs, and plastic shampoo/conditioner bottles.
- Empty all of the contents and thoroughly wash and dry the containers prior to disposal.
- Please dispose of plastic containers and packaging that are difficult to wash or get fully clean as burnable garbage.

(4) スプレー缶類 (Supure Kanrui) Compressed Gas Cans
(Transparent or translucent, colorless bags)

- Collected every four weeks.
- Make sure that the cans are completely empty prior to putting them out for collection. There is no need to open a hole in the can.

(5) ライター類 (Raita Rui) Lighters
(Transparent or translucent, colorless bags)

- Collected every four weeks.
- Make sure that lighters are completely empty. Soak them in water prior to putting them out for collection.

(6) 蛍光管・電球・水銀体温計 (Keikokan, Denkyu, Suigin Taionkei) Fluorescent Lights, Lightbulbs,
and Mercury Thermometers
(Transparent or translucent, colorless bags)

- Collected every four weeks.
- Wrap broken items in newspaper and write "キケン" (danger) in Japanese Katakana on the garbage bag. Place out on non-burnable garbage collection day.

(7) 乾電池 (Kandenchi) Dry Cell Batteries
(Transparent or translucent, colorless bags)

- Collected every four weeks.
- Disposable dry cell batteries and coin cell batteries can be disposed of at garbage collection stations, however, return rechargeable batteries and button batteries to the store you purchased them at or other stores that will accept batteries for disposal.

(8) 缶・びん (Kan・Bin) - Cans and Glass Bottles
(Transparent or translucent, colorless bags.)

- Collected every other week.
- Recyclables in this category include food and beverage containers, pet food cans, etc.
- Examples of cans: Drink cans, canned food tins, tea canisters, dried seaweed tins, snack tins,

baby milk tins, cans of pet food, etc.

- Cans of cooking oil, cooking oil bottles, and metal caps are categorized as non-burnable garbage.
- Can and glass containers that are 30 cm or longer must be put in the designated yellow garbage bags and disposed of on non-burnable garbage day.

(9) ペットボトル (Pettobotoru) - Plastic PET Bottles
(Transparent or translucent, colorless bags.)

- Collected every other week
- Bottles labeled with the international  mark such as drink bottles, alcohol bottles, soy sauce bottles, etc.
- Bottles should be emptied and rinsed. Dispose of bottle caps along with plastic containers and packaging.
- Please do not peel off the label on the bottle.

(10) 新聞類 (Shimbunshi) - Newspapers, Other Used Paper and Clothing
(Transparent or translucent, colorless bags.)

- Collected every other week.
- Newspapers can be tied with rope or cord and placed out for collection as is when there is no possibility of them getting wet.
- Put newspapers and glossy advertisements together in the same bag.
- Put magazines, cardboard, (milk) cartons, and boxes together in the same bag.
- Put clean clothes and other cloth together in the same bag.

Contact the Waste Disposal Administration Division first at 097-537-5687 if you plan to directly bring paper products, including newspapers, to a facility for disposal.

(11) その他紙類 (Sonohoka Kamirui) Other Paper Items

- Collected every other week.
- Items can be tied with rope or cord and placed out for collection as is when there is no possibility of them getting wet.
- Put magazines, cardboard, (milk) cartons, and boxes together in the same bag.

(12) 衣類 (Iru) Clothing

- Collected every other week.
- Put clean clothes and other cloths/material together in the same bag.

※Contact the Waste Disposal Administration Division first at 097-537-5687 if you plan to directly bring paper products, including newspapers, to a facility for disposal.

(13) 大型・一時多量ごみ(45リットルの袋に入らないもの) (Ogata Ichiji Taryo Gomi) - Oversized Items and Temporary Large Amounts of Garbage (Garbage that cannot fit in a 45L bag)

- Placing oversized items at collection areas is prohibited. To dispose of oversized items, either apply for individual collection service for a fee or bring them directly to a municipal waste disposal facility.

- This category includes furniture, bedding, tatami mats and carpets, bicycles, bulky garden waste (tree branches, etc.), lumber scrap that is less than 50 cm in length and 5cm in width.

*Individual Collection (Separate Charge)

Call the municipal waste disposal service center to apply for individual collection service:

Chuo Seiso Jigyosho (Central Waste Disposal Center):

097-569-5184 (Japanese only)

Tobu Seiso Jigyosho (East Waste Disposal Service Center):

097-523-0322 (Japanese only)

Seibu Seiso Jigyosho (West Waste Disposal Service Center):

097-541-5473 (Japanese only)

Collection Fee: ¥2,140 per carload

*Bringing Waste Directly to Municipal Facilities (Separate Charge)

Facilities:

Fukumune Waste Disposal Center 097-588-0113 (Japanese only)

Sano Waste Disposal Center 097-593-4047 (Japanese only)

Inquiries:

Waste Disposal Facilities Division 097-568-5763 (Japanese only)

- Collection of animal carcasses is outsourced to private companies. The collection fee is ¥530 per carcass. Carcasses also can be taken to Fukumune Waste Disposal Center or Sano Waste Disposal Center. (Stray dogs, cats, etc. are free of charge)

*Collection Inquiries: Waste Disposal Services Division 097-568-5763 (Japanese only)

(9) 収集されないごみ (Shushusarenai Gomi) - Non Collectable Items

- The following items will not be collected for disposal. Please arrange for the original retailer to dispose of them.

Tires, gas cylinders, used car oil, pesticides, dangerous chemicals, fire extinguishers, motorbikes, dangerous combustibles, car batteries, paint, chemical solvents, and medical waste.

- Additionally, TVs (CRT, LCD, and Plasma TV), refrigerators, air conditioners, washing machines, and clothes dryers (hereinafter referred to as an “appliance”) will not be picked up at garbage collection stations. There are two options for the disposal of these items:

- ① When you purchase a replacement appliance, the store will take your old machine away for a fee. However, if you buy something at a used appliance shop or pawnshop, disposal will be your responsibility.
- ② To get rid of an appliance, first go to the post office and pay an advance recycling fee (plus processing fees). Recycling charges depend on the brand and type of appliance. The disposal company will also vary depending on the brand of your appliance. A list of recycling charges and the brands each company deals with is available at the post office. After remitting the fee, stick the recycling label attached to the receipt onto the appliance you want to dispose of. Take the appliance to the designated disposal site or request a transportation company to pick it up. You will be charged for transportation services. A list of companies that will transport your appliance to the site is also available at the post office.

* Designated Disposal Sites (possible to bring appliances directly to the site):

Fujikei Co.

3-7-4 Toyomi, Oita City

Mon – Sat: 8am-Noon, 1pm-5pm

(Inquire for services on Saturdays beforehand.

Closed on national holidays.)

Tel: 097-536-2588 (Japanese only)

Kurume Unso Co.

5-3-15 Toyomi, Oita City

Mon – Sat: 9am-Noon, 1pm-5pm

(Closed on national holidays)

Tel: 097-535-2161 (Japanese only)

(10) その他 (Sonota) – Other

Fragments of concrete, stones, soil and tiles need to be either taken directly to the city dumpsite or you need to pay for individual pick-up. Do not dispose of these items at garbage collection stations.

Contact Information: Waste Disposal Facilities Division (Oita City Hall, 4th Floor)

Tel: 097-537-5659 (Japanese only)

* The following acts are prohibited by municipal ordinances to prevent littering.

【Prohibited Acts】

① All of Oita City (including the strictly enforced areas)

• Littering (cigarette butts, empty cans, etc.)

② Public Spaces

• Not picking up dog feces

③ Strictly Enforced Areas (Oita Station Ueno-no-mori Gate Square (South Gate Square) and Ikoinomichi Park, the entire area of Chuomachi and Funaimachi from Oita Funaichuo Gate Square (North Gate Square))

• Smoking outside (in other places than permitted smoking areas)

【Penalties】

① Strictly Enforced Areas

• ¥2,000 Fine

② Outside Strictly Enforced Areas

• Individuals will have their names made public if they do not abide by the ordinance after receiving a warning.

【Civic Duty to Cooperate】

① All of Oita City

• Cooperate in not smoking while walking when not carrying a portable ash tray.

② Public Spaces

• Cooperate in picking up littered fliers, leaflets, etc.

5. 郵便 (Yubin) - Postal Services

(1) 郵便物を送る (Yubinbutsu o Okuru) - Sending Mail

① Postcards: Postcards cost ¥52 per card. Reply-paid postcards (domestic) cost ¥104 and international airmail postcards cost ¥70.

② Standard Mail: Mail must meet the following size restrictions: 14~23.5cm in length, 9~12cm in

width, and the thickness must be within 1cm. Maximum weight is 50g. The domestic postal rate is ¥82 up to 25g and ¥92 for mail up to 50g.

- ③ Non-Standard Mail: Size restrictions are larger than those for standard mail. The total sum of the mail's dimensions (length, width, and height) should be less than 90 cm. (The longest side should be less than 60cm.) Maximum weight is 4kg.
 - ④ Aerogramme: ¥90 worldwide
 - ⑤ Yu-Pack Parcels: Length must not exceed 1m and the total length, width and height must not exceed 1.5m. Rates for parcels often differ depending on the address and size. You will save 30% by sending 10 or more items at a time.
 - ⑥ Express Mail: Useful for sending parcels quickly. Express postage charges will be added to the standard rates when using this service.
(Example.) Standard 25 grams:
Standard charge (¥82) + Express charge (¥280) = Total ¥362
- * Please contact Japan Post Co. for more information.
- ⑦ Registered Mail: This service allows you to claim for reimbursement of the amount of actual damages in the case something you sent gets lost in the mail, broken, etc. You should use this service when sending money. A cash envelope is available for ¥21.
 - ⑧ Surface Mail/Sea Mail: Rates are 1/3 of airmail rates, however delivery takes 1-3 months.
 - ⑨ Economy Air (SAL): Rates are less than airmail and delivery time (6-13 days) is faster than surface mail. Available for shipment to 90 countries and regions.
 - ⑩ Express Mail Service (EMS): Fastest way to send parcels under 30 kg to over 120 countries and regions. Delivery takes 2-4 days. (It may take longer depending on customs checks or unforeseeable situations at the destination.)

(2) その他 (Sonota) - Other Mail Concerns

- ① You must register your address at the post office before you can begin receiving mail.
- ② The delivery person will leave a "notice of delivery" prepaid postcard on your door if you are not home at the time of delivery. Call and specify when and where you want the mail redelivered, or take the card to the post office along with ID and exchange the card for your package.
- ③ If you intend to be away from home for an extended period of time, the post office will hold your mail for up to 30 days. Simply notify the post office of the dates and your mail will be automatically delivered upon your return.

(3) 問い合わせ (Toiawase) – Contact Information

Japan Post Co., Ltd. Oita Office

Address: 3-4-18, Fuanimachi

Tel: 097-532-8662 (Japanese only)

| | |
|--------------------------------|---|
| Tokyo Office | Tel: 0120-085420 (Toll free) |
| Japan Post homepage (English): | http://www.post.japanpost.jp/english/index.html |

(4) 宅配 (Takuhai) – Private Delivery Service Companies

There are a number of private companies that offer delivery services. You can send packages at convenience stores or have them picked up at home. Refer to the "Townpage" telephone directory.

6. 税金 (Zeikin) - Taxes

(1) 主な税金 (Omona Zeikin) - Main Taxes

A. 市税 (Shi Zei) - Municipal Taxes

- 1 市民税 (Shi Min Zei) - Municipal Inhabitants Tax
- 2 固定資産税 (Kotei Shisan Zei) - Property Tax
- 3 都市計画税 (Toshi Keikaku Zei) - City Planning Tax
- 4 軽自動車税 (Kei Jidosha Zei) - Light Vehicle Tax

B. 県税 (Ken Zei) - Prefectural Taxes

- 5 県民税 (Ken Min Zei) - Prefectural Inhabitants Tax
- 6 事業税 (Jigyo Zei) - Business Tax
- 7 不動産取得税 (Fudosan Shutoku Zei) - Real Estate Acquisition Tax
- 8 自動車税 (Jidosha Zei) - Automobile Tax
- 9 自動車取得税 (Jidosha Shutoku Zei) - Automobile Acquisition Tax

C. 国税 (Koku Zei) - National Taxes

- 10 所得税 (Shotoku Zei) - Income Tax
- 11 自動車重量税 (Jidosha Jyuryo Zei) - Motor Vehicle Weight Tax

* The taxes listed above do not include all the taxes you may be required to pay.

(2) 税金を払う場合の例 (Zeikin o Harau Baai no Rei) - Determining Your Tax Responsibilities

- ① For those who live in Oita City and earn an income that exceeds set limits: A-1, B-5, C-10
- ② For those who own land property, houses, and depreciable assets in Oita City: A-2
 - * For those who have newly purchased land, property, a home, etc.: B-7 added
 - * For those who own land, property, homes within an urbanization control area: A-3 added
- ③ For those who own a light vehicle (under 660 cc displacement): A-4
 - regular size car (over 660 cc displacement): B-8
 - * For those who purchase a light or a regular vehicle: A-4 or B-8, B-9, C-11 and mandatory vehicle liability insurance
 - * Taxes for both A-4 and B-8 are assessed every year on April 1st. The automobile tax is calculated on a monthly basis.
 - * Purchasing mandatory vehicle liability insurance is required when purchasing a vehicle. Please be aware that the insurance premium payments are not a tax.
 - * Proof of payment of C-11 in addition to mandatory vehicle liability insurance is required when having your vehicle inspected.
- ④ For those who own a business: B-6

(3) 問い合わせ先 (Toiawase Saki) - Contact Information (Preferably in Japanese)

- A. Municipal Taxes: 097-537-5729 / 097-537-5730
- B. Prefectural Taxes: 097-506-5711

C. National Taxes: 097-532-4171

*For tax information about a regular size car, call the Automobile Tax Management Division of the Oita Prefecture Tax Office at 552-1121.

*For tax information about a light vehicle (kei car), call the Tax System Division in Oita City Hall at 097-537-7314.

*Typically, automobile dealers will provide individuals who purchase a car with tax information.

7.再入国許可 (Sai Nyukoku Kyoka) - Re-Entry Permission

(1) 1年以内の出国 (Ichi Nen Inai no Shukkoku) – Residing Outside of Japan Within a One Year Period

Foreign nationals in possession of a valid passport, resident card^{※1}, and special permanent resident card who will be re-entering Japan within 1 year (or 2 years for special permanent residents) of their departure to continue their activities in Japan^{※2} will, in principle, not be required to apply for a re-entry permit. (This is called the Special Re-entry System.)

Foreign nationals who leave Japan on the Special Re-entry System will not be able to extend the date of the permit while abroad. Please note that such foreign nationals will lose their residence status if they fail to re-enter Japan within 1 year of their departure^{※2}.

※1 The Special Re-entry System also applies to those in possession of a passport stating “在留カード後日交付する- Resident card to be issued at a later date” or an alien registration certificate deemed to be equivalent to a resident card.

※2 If your period of stay will expires within 1 year after departure, please ensure that you re-enter Japan before the expiration date.

***Be sure to present your resident card prior to departure.**

The Special Re-entry System does not apply to those falling under any of the following categories:

- A foreign national whose status of residence is under procedures for revocation.
- A foreign national for whom confirmation of departure is being deferred.
- A foreign national for whom a written detention order has been issued.
- A foreign national who stays in Japan with the status of residence for "Designated Activities" while applying for recognition of refugee status.
- A foreign national who is specified by the Minister of Justice to be a threat to Japan's national interests or public order, or for other good reasons to be in need of a re-entry permit for the sake of fair control of entries and departures.

(2) 1年以上の出国 (Ichi Nen Ijyou no Shukkoku) – Residing Outside of Japan for Longer than a One Year Period

Foreign nationals who will be residing outside of Japan for over one year (two years for special permanent residents) will need to apply for a re-entry permit prior to departure at the regional immigration bureau that has jurisdiction over the area in Japan where you live.

The following documents are required when applying for a re-entry permit.

- ① Re-entry permit application form

- ② Passport
- ③ Resident card, special permanent resident certificate, or alien registration card
- ④ Application Fee: ¥3,000 for single re-entry permit; ¥6,000 for a multiple re-entry permit

The re-entry permit period can be issued for up to a maximum of 5 years (6 years for special permanent residents); however, please be aware that the re-entry permit period will never be longer than the designated period of stay.

(3) 申請・問い合わせ – Contact Information

Fukuoka Regional Immigration Bureau Oita Office

1F Oita Homu Sogo Chosha

7-5, Niagemachi, Oita City

870-8521

Tel: 097-536-5006

Business Hours: 9:00am – Noon, 1:00pm – 4:00pm on weekdays

8. 戸籍 (Koseki) - Family Register

(1) 婚姻届 (Kon-in Todoke) - Marriage Registration

In the case of marriage between two foreigners as well as a Japanese person and a foreign national, both Japanese marriage laws and those of your home country must be observed when getting married in Japan. Contact your home country's embassy or consulate general for further information.

Marriage registration can be done at the Citizens' Division in Oita City Hall or any other branch office. The following documents are necessary to register your marriage, but other documents may also be required. Please inquire about what is needed prior to registration.

① Certification of One's Legal Capacity to be Married

This certificate is typically provided by your home country's consulate in Japan. A Japanese translation must be attached with the name, address and signature or seal of the translator.

② Passport (or other corresponding document)

This document, issued by your home country, is to certify your nationality.

(In the case of a special permanent resident, a special permanent residence certificate or an alien registration card will suffice.)

③ Birth Certificate

A birth certificate, issued by your home country, is to prove your familial relations.

※Required documents are different for special permanent residents. Please inquire in advance.

(2) 離婚届 (Rikon Todoke) - Divorce Notification

There are cases where submitting a divorce notification may not be possible due to the laws of each country when the marriage is between two foreign nationals or between a foreign national and a Japanese national. There are also instances where the required documents may be different depending on the situation. Inquire ahead of time as to the documents required depending on your specific case at

your home country's embassy or consulate general.

When applying for a divorce in Japan, it is necessary to submit a divorce notification form at City Hall. This form is available at the counter. Both the signatures and seals of two adult witnesses are required. If one of the parties in the divorcing couple is a Japanese national and the other earned their status of residence as a spouse, contact the Immigration Office to inquire about status of residence post-divorce.

(3) 死亡届 (Shibo Todoke) - Notice of Death

A family member must submit a notice of death form within 7 days, including the day that the family learned of the death, to City Hall. The form may be obtained at the hospital. Please have a doctor complete the form prior to submission. It will be necessary to start undergoing crematory preparations when you submit this form.

If you ask a funeral home to coordinate the funeral services, they will take care of all of these procedures. Contact your home country's embassy or consulate if you want the deceased buried in your home country. Either a relative or person who lived with the deceased individual must return that person's alien registration card, resident card, or special permanent residence certificate to City Hall or the Immigration Bureau within 14 days of the death.

(4) 出生の場合 (Shusse no Baai) - Birth Registration

Please refer to II 3 (1) ③“Birth Registration and Related Procedures” on page 25.

(5) 問い合わせ先 (Toiawase Saki) - Contact Information

Citizens' Division

1st Floor, Main Building, Oita City Hall

Tel: 097-537-5613 (Japanese only)

**9. 保育園、幼稚園、認定こども園及び小・中・義務教育学校 (Yochien oyobi Sho/Chu-gakko)
- Enrolling Your Child in Daycare, Kindergarten, Certified Daycare Centers, and
Elementary/Junior High School (Compulsory Education)**

•Daycare and School Enrollment Ages:

| | |
|--|--|
| Daycare | Age 0-5 |
| Kindergarten | Age 3-5 |
| Certified Daycare Centers | Age 0-5 (Childcare) Age 3-5 (Early childhood education) |
| Elementary School (1 st Stage of Compulsory Education) | Age 6-11 |
| Junior High School (2 nd Stage of Compulsory Education) | Age 12-14 |

•Fees:

There are two ways fees are set. Some daycare fees are based on the amount of the parents' residential tax. Other places may have their own predetermined fee. Please contact the corresponding division listed in (5) for further information.

(1) 保育所 (Hoikusho) - Daycare Centers

Daycare centers are for the children of working parents, parents who are recovering from an illness, or are unable to care for their child for other reasons. Daycare centers will accept children as young as 3 months old (the child has to be able to hold up his/her head on their own) up to right before the child enrolls in elementary school.

(2) 幼稚園(Yochien) - Kindergarten

Kindergartens are educational institutes that care for children 3 years of age up to right before the child enrolls in elementary school. The primary aim of kindergarten is to contribute to children's physical and mental development in a supportive group setting.

Most public kindergartens accept children from 5 years of age. There are also some that accept children when they are 4 years old.

Most private kindergartens accept children from the April following a child's 3rd birthday. There are other private kindergartens that will accept a child right after they turn 3 regardless of the month. There are subsidies available to partially offset monthly kindergarten fees.

(3) 認定こども園(Nintei Kodomo-en) - Certified Daycare Centers (Private daycares certified as meeting set City of Oita standards)

Certified daycare centers provide both childcare and kindergarten functions, and provide educational continuity from day-care through preschool education.

(4) 小学校・中学校・義務教育校(Sho-gakko/Chu-gakko/Gimukyouseikou) Elementary School and Junior High School (Compulsory Education)

Children start elementary school, the first stage of Japan's compulsory education, the April following their 6th birthday. Students who have completed the six-year elementary school curriculum are admitted to junior high school which is the second stage of compulsory education. All classes are conducted in Japanese in elementary/junior high schools. The school year is divided into three terms in Oita City. There are breaks between the terms: summer break is from July 21st to August 24th; winter break is from December 23rd to January 8th; and the spring break is from March 27th to April 9th. There is no tuition and textbooks are provided free of charge for public schools. Parents do need to pay for other supplementary materials and for school lunch fees.

① 入学のご案内(Nyugaku no goan-nai) - School Enrollment Information

Information concerning elementary school enrollment will be sent by the City of Oita Board of Education to parents with residences registered in Oita City. This document serves to confirm if the parents would like to enroll their child in a municipal elementary school as well as to inquire about the parents' preference regarding the child's legal name and registered Japanese nickname that will be printed on the official school enrollment notification form. Please fill out the enclosed questionnaire and send it back to the Board of Education. A school enrollment notification form will be sent at the end of January to parents who choose to send their child to a municipal elementary school. The date of entry, the name of the school, and other information will be stated on the document. Children will receive their junior high school enrollment notification through their elementary school. Parents who would prefer to send their child to a school other than the one designated by school district or have issues regarding their child's registered Japanese nickname

should contact the Education Division of the City of Oita Board of Education.

② 年度途中入学の手続き (Nendo Tochu Nyugaku no Tetsuzuki)

- Procedures for mid-term enrollment

Please bring your child's resident card or special permanent resident certificate to the Education Division of the City of Oita Board of Education to apply for mid-term admission.

③ 転・退学の手続き (Ten/Taigaku no Tetsuzuki) - Procedures to transfer or leave school

Please contact the school directly for further information.

(5) 問い合わせ先(Toiawase Saki) - Contact Information

Daycare and Early Education Division (1st Floor, Main Building, Oita City Hall)

Inquiries concerning public and private daycare: Tel: 097-537-5794 (Japanese only)

Inquiries concerning public kindergartens: Tel: 097-537 5789 (Japanese only)

Board of Education, School Education Division (4th Floor, Annex Building, Oita City Hall)

*Inquiries concerning elementary and junior high schools (compulsory education): 097-537-5903 (Japanese Only)

IV. 日常生活を快適に送るために - Daily Life

1. 交通機関 (Kotsu Kikan) - Transportation

(1) バス (Basu) - Bus

① バスの乗り方 (Basu no Norikata) - Riding the Bus

Take a paper ticket from the machine located inside the bus when boarding. To get off, push one of the buttons on the window or ceiling after your stop is announced. Pay the fare that corresponds to the number printed on the ticket.

There is a lit board at the front of the bus that shows the fare corresponding to the ticket you took when you boarded the bus. Put your money and ticket together in the fare box. There is a money changing machine available near the driver. Please change your money if you don't have the exact fare well before your stop to avoid inconveniencing other riders.

Buses will also accept the Mejjiron Nimoca IC card in place of cash to pay the fare. Touch the IC card on the card reader when boarding and once again when getting off at the card reader positioned at the front of the bus. There is no need to take a paper ticket when getting on the bus if you have an IC card. The same goes for a IC card commuter bus pass. If you have a non-IC card commuter pass (laminated paper type), take a ticket when boarding and present your ticket and bus pass to the driver when getting off. There are two bus companies in Oita City; Oita Bus and Oita Kotsu. Mejjiron Nimoca IC cards may be used with both bus companies.

② 運賃 (Unchin) - Fares

The minimum bus fare is ¥140 (¥100 in some parts of central Oita City). Fares are half price for

children under 12 years of age. (Round up to the nearest ¥10 yen when the fee is split.) Children between the ages of one and six years old are free when accompanied by an adult or another fee-paying child.

③ 問い合わせ先 (Toiawase Saki) - Contact Information

| | |
|---|---|
| Oita Bus: | Oita Kotsu: |
| Tel: 097-532-7000 | 097-534-7455 |
| http://www.oitabus.co.jp/ | http://www.oitakotsu.co.jp/ |
| (Japanese only) | (Japanese only) |

(2) 高速バス (Kosoku Basu) - Highway Bus

| | | |
|------|--|--------------|
| Tel: | Oita Bus | 097-536-3371 |
| | Oita Kotsu | 097-536-3655 |
| HP: | http://www.atbus-de.com/ (English, Chinese, and Korean) | |

(3) エアーライナー (Eah Raina) - Airliner (Airport Shuttle Bus)

You can catch the Airliner, a bus that will take you directly to Oita Airport in about one hour, from bus stop #1 outside the north exit of JR Oita Station. Check departure times in advance and make sure that you get on a bus that will arrive at the airport at least 1 hour before your scheduled flight. Buy a bus ticket before getting on the bus or directly pay the driver when getting off. There are ticketing machines where you can buy bus tickets.

| | |
|-----------------|--------|
| One way ticket: | ¥1,550 |
| Two tickets: | ¥2,600 |
| Four tickets: | ¥4,100 |

For further information please refer to the following:

| | |
|----------------|---|
| Tel: | 097-534-7455 |
| HP (Japanese): | http://www.oitakotsu.co.jp/bus/airport |

(4) タクシー (Takushi) - Taxis

Try to provide exact change for the fare as tipping is not customary in Japan. Please note that the left door in the rear opens and shuts automatically. Most taxi drivers cannot speak English. It would be helpful to have your destination written down in Japanese so that you can show the driver where you want to go.

(5) JR (Japan Railways) - Trains

| | | |
|---------------|---|--------------|
| Tel: | JR Kyushu Information Office | 097-537-7001 |
| | JR Oita Station | 097-532-1958 |
| HP (English): | http://www.jrkyushu.co.jp/english/index.html | |

(6) フェリー (Fheri) - Ferry

Ferry Sunflower (Oita - Kobe)

Please refer to the following for further information.

Tel (Japanese): 0120-56-3268

HP (Japanese): <http://www.ferry-sunflower.co.jp/index.php?s=1>

Reservations are able to be made online.

(7) 飛行機 (Hikoki) - Airline Companies

| | | |
|--------------|---------------|--------------|
| Oita Airport | | 0978-67-1174 |
| JAL | Domestic | 0570-025-071 |
| | International | 0570-025-031 |
| ANA | Domestic | 0570-029-222 |
| | International | 0570-029-333 |
| KAL | | 0088-21-2001 |

- Refer to <http://www.coara.or.jp/airline/> (Japanese only) for timetable information.

2. アルバイト (Arubaito) - Part-Time Jobs

Individuals in possession of a student visa are generally not allowed to work part-time. International students must apply and obtain permission in advance to be able to work to support their tuition costs and other expenses while in Japan. Students can apply for a part-time work permit through their university. International students may work in any field up to 28 hours per week as well as up to 8 hours a day during summer holidays or long vacations if the application is approved by the Immigration Office. Part time work in the adult entertainment industry is not permitted.

問い合わせ先 (Toiawase Saki) - Contact Information

Fukuoka Immigration Bureau Oita Office

Legal Affairs Bureau, Main Building, 1F

7-5, Niagemachi, Oita City 870-8521

Tel: 097-536-5006

Business Hours: 9:00am - Noon, 1:00pm - 4:00 on weekdays

3. 忘れ物・落とし物 (Wasuremono・Otoshimono) - Lost and Found

(1) バス・電車の中で (Basu Densha no Naka de) - In the Bus or Train

Please contact the following places if you have lost or forgotten something in the bus or train.

Tel:

Oita Bus 097-534-6162

Oita Kotsu Bus 097-534-7455

JR Kyushu General Information Desk 097-537-7001

(2) タクシー (Takushi) - Taxi

Chuo Taxi serves as the main handling center for passengers' forgotten belongings in Oita City taxis. Contact Chuo Taxi after you check with the taxi company you used. If you are unsuccessful, contact

the police station nearest to where you lost your belongings.

| | Tel: |
|--|--------------|
| Chuo Taxi | 097-532-6323 |
| Chuo Keisatsusho (Central Oita Police Station) | 097-533-2131 |
| Higashi Keisatsusho (East Oita Police Station) | 097-527-2131 |
| Minami Keisatsusho (South Oita Police Station) | 097-524-2131 |

(3) 路上で (Rojo de) - In the street

If you lose your belongings in the street, contact the nearest police box or one of the larger police stations above.

4. ペット (Petto) - Pets and Other Animal Concerns

Obtain approval from your landlord if you want to keep a pet in your rented apartment or home. In the case of dogs, owners must register their dog and make sure that they have had their rabies shots. Contact the Public Health Center at 097-536-2567 (Japanese only) for issues concerning stray cats and dogs.

5. 外国人のための相談窓口 - Consultation Services for Foreigners

(1) 大分市 (Oita Shi) - Oita City Hall

2-31 Niage machi, Oita City, 870-8504

Business Hours: Mon-Fri 8:30 am ~5:15 pm

HP: <http://www.city.oita.oita.jp> (Japanese, English, and Korean)

- Citizens' Consultation Office or Public Relations Division (consultation possible until 5:00 pm)
Tel: 097-537-5726 (Japanese only)
- International Affairs Office, Cultural and International Affairs Division
Tel: 097-537-5719 (English and Chinese speaking staff available.)

(2) 公益財団法人 大分県文化スポーツ振興財団 おおいた国際交流プラザ

- Oita International Plaza, Oita Prefecture Arts, Cultural, and Sports Promotion Foundation-
Iichiko Culture Center B1F

2-33, Takasagomachi

Oita City 870-0029

Tel: 097-533-4021 (English speaking staff on hand)

Hours: 9:30am ~ 6:00 pm, Monday ~ Friday

(Closed on Sundays, national holidays, and the 2nd and 4th Mondays as well as the following Saturdays)

HP: <http://www.oitaplaza.jp/>

【Available Services】

- Consultation and support for foreign people (information regarding other organizations, Japanese class information, etc.)
- Free legal consultations (Every 3rd Wednesday of the month)
- Free consultations in Tagalog (1st Saturday and the 3rd Tuesday of the month)
- Free consultations in Chinese (Thursdays)

- Free consultations on procedures concerning immigration, residence permission, and nationality. (The consultations are organized by Gaikokujin Life Support on the first Sunday of every month except January and May.)

(3) 九州にある外国公館 (Kyushu ni aru Gaikoku Kokan) - Foreign Consulates in Kyushu

- Consulate of the United State of America in Fukuoka
2-5-26, Ohori, Chuo-ku, Fukuoka-shi
Tel: 092-751-9331
- Consulate of Korea in Fukuoka
1-1-3, Chigyohama, Chuo-ku, Fukuoka-shi
Tel: 092-771-0461
- Consulate of People's Republic of China in Fukuoka
1-3-3, Chigyohama, Chuo-ku, Fukuoka-shi
Tel: 092-713-1121
- Consulate of Australia in Fukuoka
7F Tenjin Twin Bldg.
1-6-8, Tenjin, Chuo-ku, Fukuoka-shi
Tel: 092-734-5055
- Consulate of People's Republic of China in Nagasaki
10-35, Hashiguchi machi, Nagasaki-shi
Tel: 095-849-3311
- Consulate-General of the Socialist Republic of Viet Nam in Fukuoka
Aqua Hakata 4F
5-3-8, Nakasu, Hakata-ku, Fukuoka-shi
Tel: 092-263-7668

From the Publisher:

We hope to make this guidebook even better by incorporating your views and ideas and updating the contents. Please feel free to contact the International Affairs Office in the Cultural and International Affairs Division of Oita City Hall.

2-31, Niage Machi, Oita City, 870-8504

Tel: 097-537-5719 Fax: 097-536-4044

The Council of Local Authorities for International Relations (CLAIR) also provides living information in multiple languages on their website and on the app for smart phone users. Please visit the CLAIR website.

【URL】 <http://www.clair.or.jp/tagengo/index.html>

V. Appendix (Symptom Chart)

| General Symptoms | Pronounced Japanese | Japanese |
|--------------------------|----------------------------|-----------------|
| Chill | samuke | 寒気 |
| Continuous dull pain | taezu itamu | 絶えず痛む |
| Continuous sharp pain | hageshii itami | 激しい痛み |
| Dizziness | memai | めまい |
| Dull pain | dontsu | 鈍痛 |
| Swelling | mukumi | むくみ |
| Exhaustion | karada ga darui | 体がだるい |
| Fever | hatsu netsu | 発熱 |
| Headache | zutsu | 頭痛 |
| Inconstant piercing pain | sashikomui itami | 刺しこむ痛み |
| Infection | kansen | 感染 |
| Insomnia | fuminsho | 不眠症 |
| Loss of Appetite | shokuyoku fushin | 食欲不振 |
| Pain | itami | 痛み |
| Pain at intervals | toki doki itamu | 時々痛む |
| Perspiration | hakkan | 発汗 |
| Rash | fukidemono | ふきでもの |
| Ringing in ears | miminari | 耳なり |
| Sleepy | nemui | 眠い |
| Stiff shoulders | katakori | 肩こり |
| Digestive System | Shokaki-kei | 消化器系 |
| Appetite | shokuyoku | 食欲 |
| After meals | shokugo | 食後 |
| Belch/burp | geppu | げっぷ |
| Difficulty swallowing | nodo ga tsukaeru | 喉がつかえる |
| General abdominal pain | onaka ga itai | お腹が痛い |

| | | |
|----------------|-------------|------|
| Good | ryoko | 良好 |
| Heartburn | muneyake | 胸やけ |
| Hemorrhoids | ji | 痔 |
| Hungry | kufuku ji | 空腹時 |
| Nausea | hakike | 吐き気 |
| Poor | furyo | 不良 |
| Rather good | ya ya ryoko | やや良好 |
| Stomach ache | i ga itamu | 胃が痛む |
| Vomiting | ohto | 嘔吐 |
| Vomiting blood | chi o haku | 血を吐く |

Circulatory System

Shinzo Junkan-kei

心臓循環系

| | | |
|-------------------------|----------------------|----------|
| Chest pain | munenoatari ga itamu | 胸のあたりが痛む |
| Feel faint | tachi kurami | 立ちくらみ |
| Inconsistent heart rate | myaku ga midareru | 脈が乱れる |
| Palpitation | dohki | 動悸 |
| Rapid heartbeat | myaku ga hayai | 脈が早い |
| Shortness of breath | ikigire | 息切れ |
| Slow heart rate | myaku ga osoi | 脈が遅い |
| Upon exertion | undo shitatoki | 運動した時 |

Respiratory System

Kokyuki-kei

呼吸器系

| | | |
|----------------------|----------------|-------|
| Difficulty breathing | kokyu konnan | 呼吸困難 |
| Lower back pain | senaka ga itai | 背中が痛い |
| Runny nose | hanamizu | 鼻水 |
| Sneeze | kushami | くしゃみ |

Nervous System

Shinkei Kinniku-kei

神経筋肉系

| | | |
|-------------------|--------------------|----------|
| Coma | konsui | 昏睡 |
| Convulsion | keiren | けいれん |
| Delirium | uwagoto | うわ言 |
| Drowsy feeling | utouto shita jotai | うとうとした状態 |
| Migraine | henzutsu | 偏頭痛 |
| Numbness | kankaku mahi | 感覚麻痺 |
| Paralysis | mahi | 麻痺 |
| Speech impediment | gengo shogai | 言語障害 |
| Trembling | tesaki ga furueru | 手先が震える |

Injuries

Kega

けが

| | | |
|-----------------|-----------|-----|
| Burn | yakedo | やけど |
| Cut | kirikizu | 切り傷 |
| External wounds | gaisho | 外傷 |
| Puncture | sashikizu | 刺し傷 |

| | | |
|---------------------------------------|--------------------------|---------------|
| Skin System | Hifuka-kei | 皮膚科系 |
| Hives | jinmashin | じんましん |
| Itchy | kayui | かゆい |
| Puffiness | hare | はれ |
| Pus | umi | うみ |
| Red rash | akai-hanten | 赤い斑点 |
| Stinging feeling | kabure | かぶれ |
| Urinary System | Hinyokika-kei | 泌尿器科系 |
| Blood in urine | ketsu-nyo | 血尿 |
| Gonorrhea | rinbyo | 淋病 |
| Painful urination | hai-nyo-tsu | 排尿痛 |
| Pus in urine | no-nyo | 濃尿 |
| Turbidity of urine | nigotta-nyo | にごった尿 |
| Eye System | Ganka-kei | 眼科系 |
| Blurred | me-ga-kasumu | 目がかすむ |
| Double vision | mono-ga-futatsu-ni-mieru | 物が二つに見える |
| Eye discharge | meyani | 目やに |
| Foreign object in the eye | me-no-gomi | 目のごみ |
| Intolerance to light (photophobia) | mabushii | まぶしい |
| Tearing | namida-ga-deru | 涙が出る |
| Ear, Nose and Throat System | Jibi-Inkoka-kei | 耳鼻咽喉科系 |
| Ear ache | mimi-ga-itai | 耳が痛い |
| Ear discharge | mimi-dare | 耳だれ |
| Hoarse voice | koega-kasureru | 声がかすれる |
| Loss of voice | koe-ga-denai | 声が出ない |
| Nose bleed | hanaji | 鼻血 |
| Sore throat | nodo-no-itami | のどの痛み |
| Stuffy nose | hana-ga-tsumaru | 鼻がつまる |
| Gynecology System | Fujinka-kei | 婦人科系 |
| Inconsistent menstruation | gekkei-fujun | 月経不順 |
| Lack of menstruation | mu-gekkei | 無月経 |
| Lower abdominal pain | kafukubu-tsu | 下腹部痛 |
| Lower back pain | yotsu | 腰痛 |
| Menstruation | gekkei | 月経 |
| Vaginal discharge | orimono | おりもの |
| Medicine | Kusuri | 薬 |
| Antibiotics | kosei-busshitsu | 抗生物質 |

| | | |
|-------------------|-------------|-------|
| Antiseptics | shodoku-zai | 消毒剤 |
| Aspirin | asupirin | アスピリン |
| Boric acid | hosan | ほう酸 |
| Capsule | kapuseru | カプセル |
| Digestive aid | shoka-zai | 消化剤 |
| Hydrogen peroxide | okishifuru | オキシフル |
| Ointment | nanko | 軟膏 |
| Pain reliever | itami-dome | 痛み止め |
| Sleeping pill | suimin-yaku | 睡眠薬 |
| Suppository | zayaku | 座薬 |
| Vitamin | bitamin | ビタミン剤 |