



**SUPPORT AT  
THE  
WARD OFFICE**

# SUPPORT INFORMATION

## Location

Aoba ward office, 4<sup>th</sup> floor conference room

[Address]

〒980-8701 1-5-1 Kamisugi, Aoba ward, Sendai city

**\*Please go directly to the 4F conference room.**

**No reservation is required.**



## Hours

Period: September 20, 2023 - October 6, 2023

8:30 am – 3:00 pm, Tuesday – Friday

**\*We are not open on Mondays!**

## What to bring

- Residence card
- Passport
- Student ID (Only if you have)
- Residence permit (入寮許可証)

**\*Please take a note of your name in Japanese**

## Note

- The residence permit (入寮許可証) is required to confirm your full address, including the exact name of your dormitory. If you live in a private apartment, please bring the rental agreement instead.

# SUPPORT PROCESS/HOURS

Fill in the application forms  
For

- Residence registration
- National health insurance



Submit them with your  
residence card



Fill in the application forms  
for national pension



You will receive

- Residence card
- National health insurance card

About 1 hour  
of wait

About  
2 hours

## Time

- Support process and time required is as shown here.
- It might take longer than stated here depending on the situation

## Note

Obtaining a certificate of residence (住民票の写し) will require additional hours. Please confirm if the certificate is necessary for you.

# NOTES FOR THIS SUPPORT

## After the procedure

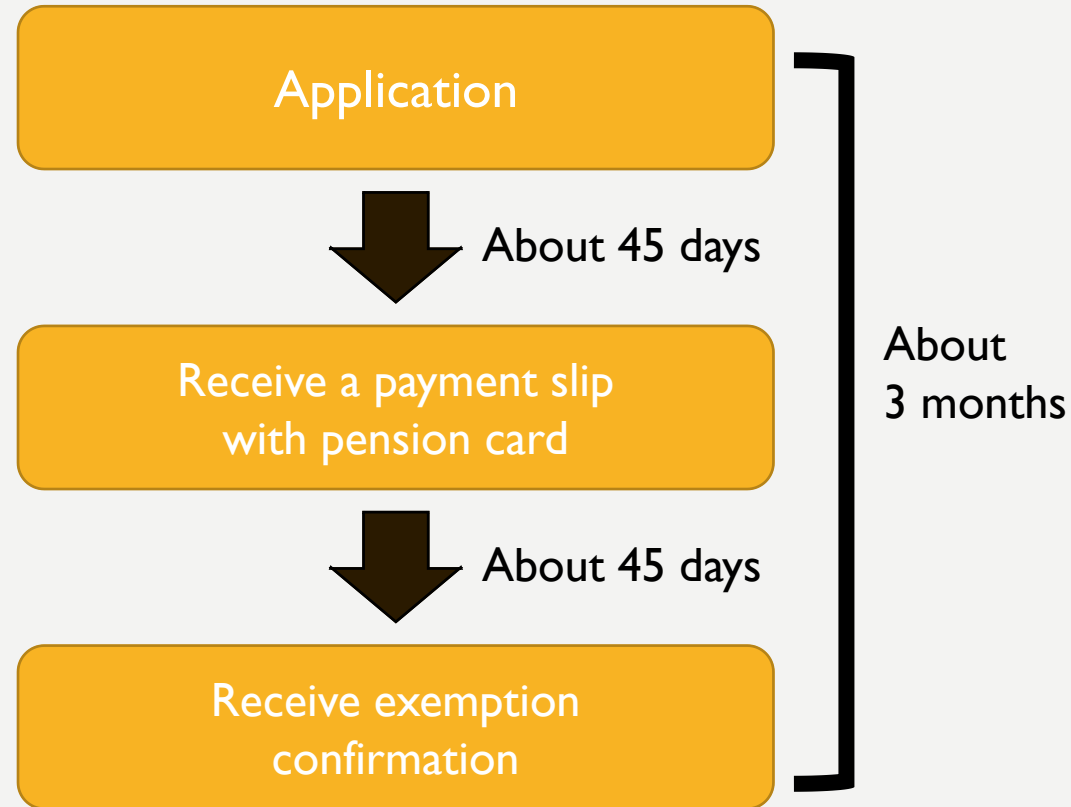
- Please make sure you receive both...
  - ✓ Your residence card
  - ✓ National health insurance card
- Your address will be printed on the back of the cards above. Please confirm your address is correct

**NATIONAL PENSION SYSTEM  
AND  
NATIONAL HEALTH INSURANCE**

# NATIONAL PENSION SYSTEM (NPS)

- National pension system (NPS) is applied to everyone who is over the age of 20 and living in Japan, including international students/researchers.
- For international students/researchers, there is an exemption/payment postponement system from the national pension.
- You are going to apply for the exemption/postponement at the time of enrollment.

# TIMELINE AFTER APPLICATION



- Payment slip will be sent even if you apply for exemption/postponement, and you are not required to pay it.
- After receiving exemption/postponement confirmation, you can dispose the payment slip.
- Pension card with pension number is important. PLEASE keep it in a safe place and do not dispose it.

# CLASSIFICATION ON NPS

- Application process for NPS exemption/payment postponement varies depending on your status at Tohoku University. Please refer to the classification below and follow the instruction on the next page.

## Category **A**

### Degree-seeking Students

Undergraduate Students

Graduate Students

## Category **B**

### Non-degree Students

Research Students

Special Auditing Students

Credited Auditors

Special Research Students

Short-term Visiting Trainee



# HOW TO EXEMPT FROM NPS

## Category **A**

- You can complete the pension enrollment at the ward office but cannot apply for payment postponement then.
- You are going to apply for exemption/postponement at the ward office
- Once receiving your student ID card, please visit the Education and Student Support Center at Kawauchi Campus to complete the postponement application.

## Category **B**

- You are going to apply for exemption/postponement at the ward office
  - Student ID is not required

# IMPORTANT NOTES ABOUT NPS

- You will receive an application form for renewal of the exemption by the middle of May every year.
  - You need to send it back to the ward office every time by mail after filling in required information.
  - This is a mandatory for those whose stay in Japan will continue after July of the year.
- **Please remember to complete the renewal of the exemption after receiving documents from the ward office.**

# NATIONAL HEALTH INSURANCE

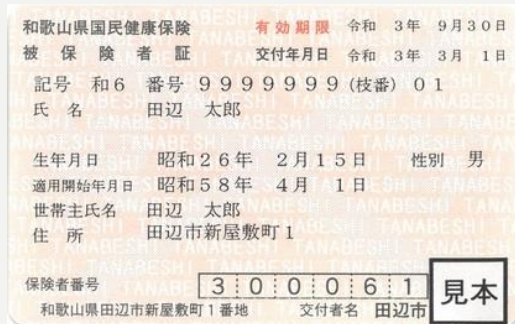
- National health insurance is mandatory for all people living in Japan, including international students/researchers.
- You need to pay the fee according to the period of your stay.
- International students/researchers can apply for the abatement of payment.

## **When your payment is set quite high**

- Some students/researchers might receive a payment slip with quite high amount of payment.
- This error can happen depending on your arrival date.
- An adjusted payment slip will be sent the following month.
- You need to use the first payment slip for the first payment, and from the next time, need to use the adjusted one.

# NATIONAL HEALTH INSURANCE CARD

## Example



- Once after you complete the application, you will receive a national health insurance card.
- When you go to see a doctor, please bring this card and show it to a staff.
- With this card, you will need to pay only 30% of actual medical fee.

## Renewal for the abatement of payment

- If your income in the previous year is under the standard, you can renew the abatement of payment.
- You need to report your income in the previous year to the city government. (It's not automatically renewed.)
- This procedure is required even if you have no income.
- If you receive a notification of reporting your income, please remember to complete the procedure .