# SUPPORT AT THE WARD OFFICE

# SUPPORT PROCESS

The necessary steps for receiving support at the Aoba Ward Office are shown on the right side. First, please make a reservation by following the instructions in the attached flyer.

### Procedures to be carried out at Aoba Ward Office

- Resident registration
- National Health Insurance enrollment procedures (including insurance premium reduction applications)
- National Pension Insurance enrollment procedures (including insurance premium exemption and deferral applications\*)

\*Regular students (degree-seeking students) should apply for the special payment system at the Education and Student Support Center on the Kawauchi Campus once they receive their student ID. Eligible applicants will be given an application form at Aoba Ward Office.

Book a date and time to visit the ward office

Pre-fill the application form online

Go to Aoba Ward Office on the scheduled date and time

After completing the procedure, receive your residence card and National Health Insurance card

# WHAT TO BRING

Please bring the items listed below to Aoba Ward Office on the date and time you have reserved.

### Location

Aoba ward office, 9th floor conference room

[Address]

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



### Hours

Period: September 25th, 2024 - October 4th, 2024

\* excluding Saturday and Sunday

8:30 am - 4:00 pm

### What to bring

- Reservation confirmation email
- Residence card (or passport if you haven't received your residence card yet)
- Certificate of (family) relationship and its translation (if you will be living with family members)
- Student ID (if you have one)
- Residence permit (入寮許可証)

### 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.

# **NOTES FOR THIS SUPPORT**

### Check in advance

 Obtaining a copy of your residence certificate takes extra time. Please check in advance if you need one.

### 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

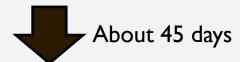
- National pension system (NPS) is applied to everyone who is over the age of 20 and living in Japan, including international students/researchers.
- For international students/researchers, there is an exemption/payment postponement system from the national pension.
- You are going to apply for the exemption/postponement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

# TIMELINE AFTER APPLICATION

## **Application**



Receive a payment slip with pension card



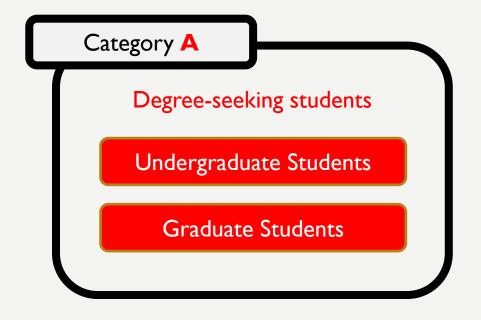
Receive exemption/postponement confirmation

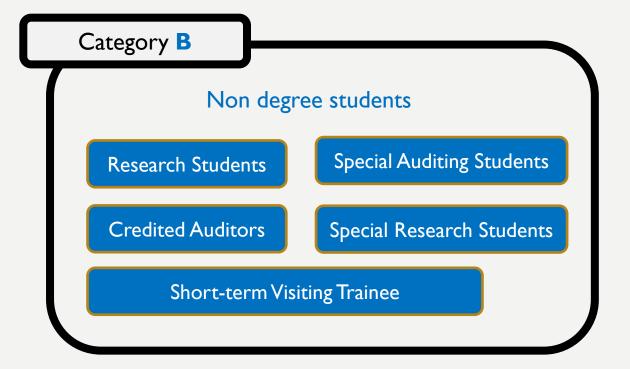
About 3 months

- 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





# HOW TO EXEMPT FROM NPS

# Category A

- You can complete the pension enrollment at the ward office but cannot apply for payment postponement then.
- 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 can complete the exemption/postponement application 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.
- Adjusted payment slip will be sent next 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.