# 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 the Aoba Ward Office

- Resident registration
- National Health Insurance enrollment procedures (including application for insurance premium reduction)
- National Pension System enrollment procedures (including application for payment exemption\*)

\*Degree-seeking students will need to apply for the Special Payment System for Students (see pp. 7-8).



# WHAT TO BRING

Please bring the items listed below to the 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: March 25th, 2025 - April 4th, 2025

\* excluding Saturday, Sunday and Monday

9:00 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 eligibility confirmation document
- Your address will be printed on both documents. Please ensure it is correct.

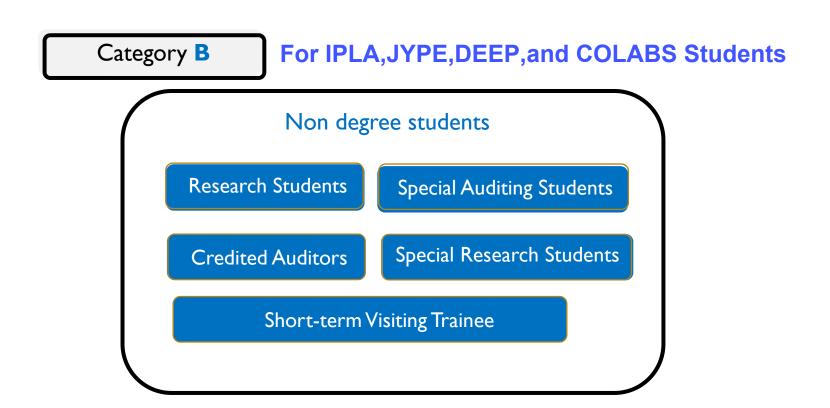
# NATIONAL PENSION SYSTEM AND NATIONAL HEALTH INSURANCE

# NATIONAL PENSION SYSTEM

- The National Pension System (NPS) applies to everyone over the age of 20 living in Japan, including international students.
- For international students, a payment exemption/postponement system is available.
- When completing the enrollment procedure, you will apply for a payment exemption. Additionally, degree-seeking students must apply for payment postponement (Special Payment System for Students) after receiving their Student ID and Basic Pension Number or Individual Number (see pp. 7-8).

# PAYMENT EXEMPTION

The application process for payment exemption/postponement varies depending on your status at Tohoku University. Please refer to the classification below and follow the instructions on the next page.



# PAYMENT EXEMPTION

Category B

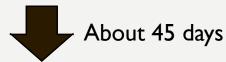
### For IPLA, JYPE, DEEP, and COLABS Students

- You can complete the pension enrollment and payment exemption application at the ward office.
  - > Student ID is not required

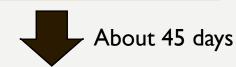
# TIMELINE AFTER THE APPLICATION

- Even if you apply for exemption/postponement,
   you will receive a payment slip along with your
   pension card about 45 days after your application.
- You are not required to pay it, but please keep it until you receive the confirmation of your exemption /postponement.
- After receiving the confirmation, you may dispose of the payment slips.
- The pension card with your pension number is an important document. Please keep it in a safe place and do not dispose of it.

**Application** 



You will receive your pension card and a payment slip



An exemption/postponement confirmation will be sent to you

About 3 months

# IMPORTANT NOTES ABOUT THE NPS

## To continuing students from the Fall 2024 semester

- You will receive an application form for the renewal of the exemption by mid-May each year.
  - ➤ You need to send the completed form back to the Japan Pension Service by mail each time, after filling in the required information.
  - > This is mandatory for those whose stay in Japan will extend beyond July of the year.
- Please remember to complete the renewal of the exemption after receiving the documents from the Japan Pension Service.

# NATIONAL HEALTH INSURANCE

- National health insurance is mandatory for everyone living in Japan, including international students.
- You will need to pay insurance premiums for the duration of your stay.
- International students can apply for a reduction in insurance premiums.

### If the premiums are set too high

- Some students may receive payment slips with unusually high amounts due.
- This error may occur depending on the date of your insurance enrollment, as processing the premium reduction application requires some time.
- Please use the first payment slip to pay the premiums of the current month. The adjusted payment slips will be sent the following month.
- Any overpayment in the first month will be factored into the adjusted slips.

# NATIONAL HEALTH INSURANCE CARD

### Example



- Once you complete the application, you will receive an eligibility confirmation document.
- When visiting a doctor, please bring this document and present it at the reception.
- With this document, you will only need to pay 30% of the actual medical fees.