





# PRE-DEPARTURE AND POST-ARRIVAL CHECKLIST FOR MID-LONG TERM RESIDENTS

## What to do before coming to Japan and after arrival in Sendai










Note: the International Support Center (ISC) can provide assistance with procedures marked 



Timeline	No.	Category	Check Applicability		To do	Tick if applicable	ISC Assistance	Tick if completed
PRE-DEPARTURE 6-3 months before departure	1	COE Application	Applicable to all foreign visitors who will be residing in Japan for over 90 days.	→	i <b>Apply for COE.</b> a) Follow the instruction from your host department and provide the necessary information and document. The University will apply for COE on your behalf, and send the soft copy of your COE via e-mail. b) <b>**Please be advised that COE application and issuance generally takes 1-3 months (in some cases, it can be longer). Those who require COE to enter Japan are strongly encouraged to make the application well in advance of their planned departure date.</b>	<input type="checkbox"/>		<input type="checkbox"/>
	2	Document Translation	Do you have documents that need to be translated?  <i>*For those with family, an English or Japanese translation of marriage/birth certificate is required for their dependent's COE, visa application, and resident registration in Sendai.</i>	Yes →	i Send the documents that need to be translated to translation services available in your country. Bring the original and translated copy to Japan.	<input type="checkbox"/>	X	<input type="checkbox"/>
	3	University Housing	Do you plan to live in a university housing? (International House / University House / TU Staff Housing)  <i>**Please take note that the option of university housing you can live in depends on your status at TU. Please be sure to check with your host department on which university housing you can apply to.</i>	Yes →	i <b>Apply for University Housing</b> a) <b>For Staff Housing:</b> Inform your host department that you would like to live in a staff housing, and check the vacancy status of the staff housing you would like to live in. If there is a vacancy in the staff housing, apply to move into the unit through your host department. b) <b>For University House/International House:</b> Check availability and apply from the link below (for researchers only): > <a href="https://sup.bureau.tohoku.ac.jp/en/pre-arrival-e/researcher-e/">https://sup.bureau.tohoku.ac.jp/en/pre-arrival-e/researcher-e/</a> ** Depending on availability, you may be put on the waiting list. c) Reference pertaining to housing: > <a href="https://sup.bureau.tohoku.ac.jp/en/arrival-e/pre-e/find-a-place-e/">https://sup.bureau.tohoku.ac.jp/en/arrival-e/pre-e/find-a-place-e/</a>	<input type="checkbox"/>		<input type="checkbox"/>

Timeline	No.	Category	Check Applicability		To do	Tick if applicable	ISC Assistance	Tick if completed
6-3 months before departure	4	Tax Convention	Do you intend to apply for the reduction / exemption of tax under the tax convention?  (Tax conventions are treaties signed between countries to avoid double taxation and prevent tax-evasion from both the country of residence and country of source)	Yes →	<b>i Apply for Tax Convention</b> a) Check if you qualify for the reduction / exemption of income tax under the tax convention, and the documents required for the application. Inform your host department in Tohoku University of your intention to apply for tax convention exemption. b) Prepare all necessary documents before coming to Japan and submit them to your host department after arrival. (i.e.: relevant application forms, Prove of Residency/Tax Residency Certificate, etc.). Please take note that some documents take 2-3 months to be issued. c) For more information, refer to: > <a href="https://www.mof.go.jp/english/policy/tax_policy/tax_conventions/tax_convention_list_en.html">https://www.mof.go.jp/english/policy/tax_policy/tax_conventions/tax_convention_list_en.html</a>	<input type="checkbox"/>	X	<input type="checkbox"/>
	5	International Social Security Agreement	Will you be covered by the social security system in your country for the duration of your stay in Japan, and wish to be exempted from Japan's social security coverage under the International Social Security Agreement?	Yes →	<b>i Apply for Exemption</b> a) Check if you are eligible for social security coverage exemption in Japan. Inform your employer in your country and your host department in Tohoku University of your intention to apply for the International Social Security Agreement. b) Prepare all necessary documents before coming to Japan and submit them to your host department after arrival. c) For more information, refer to: > <a href="https://www.nenkin.go.jp/international/agreement/index.html">https://www.nenkin.go.jp/international/agreement/index.html</a>	<input type="checkbox"/>	X	<input type="checkbox"/>
	6	Visa Application	Applicable to all foreign visitors who will be residing in Japan for over 90 days.	Yes →	<b>i Apply Visa</b> a) After receiving your COE, visit the Japan consulate in your country of residence and submit your visa application together with all required documents. (check if the Japan consulate in your country of residence require prior appointment) b) If everything is in order, visa is normally issued within 5 working days.	<input type="checkbox"/>	X	<input type="checkbox"/>
From 1 month before departure	7	Flight Ticket Purchase	Applicable to all	→	<b>i Buy Flight Ticket</b> a) After your visa has been issued, and your travel schedule has been confirmed, purchase your flight ticket. b) As we are unable to give you a definite timeline of when your COE will be issued, we generally recommend our visitors to purchase their flight tickets only after their visas have been issued. However, If you choose to purchase your flight ticket BEFORE your COE/visa has been issued, we highly recommend getting a flexible ticket in case your COE/visa fails to be issued in time. c) If your host department will be reimbursing your travel costs, be sure to keep the receipt, itinerary, and boarding pass, and submit it to your host department after arrival.	<input type="checkbox"/>		<input type="checkbox"/>
	8	International Driving License	Will you be driving in Japan right after arrival?	Yes →	<b>i Consider Getting International Driving License</b> a) Check the link below to see if your current driving license can be used to drive in Japan: > <a href="https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/traffic_safety/drivers_licenses/index.html">https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/traffic_safety/drivers_licenses/index.html</a> b) If your current driving license cannot be used to drive in Japan, obtain an international driving license from the automotive department in your country of residence.  <b>** foreign residents in Japan can also convert their foreign driving license to a Japanese driving license, however, the process is quite complicated and it takes a long time.</b>	<input type="checkbox"/>	X	<input type="checkbox"/>




PRE-DEPARTURE

Timeline	No.	Category	Check Applicability		To do	Tick if applicable	ISC Assistance	Tick if completed	
PRE-DEPARTURE	From 1 month before departure	9	ISC Support Service	Do you require support after arrival in Sendai?	Yes →	<b>i Apply for Support Services</b> a) Tohoku University International Support Center offers various support services to international researchers and faculty members free of charge. b) Visit the below link to learn more about the support services offered: <a href="https://sup.bureau.tohoku.ac.jp/en/application-main-e/">https://sup.bureau.tohoku.ac.jp/en/application-main-e/</a>	<input type="checkbox"/>		<input type="checkbox"/>
		10	Confirmation of Support	Did you apply for support services?	Yes →	<b>i Communicate with us through your "Jibun Page" Account</b>	<input type="checkbox"/>		<input type="checkbox"/>
		11	Accommodation in Sendai (for those who will not be moving into university housing)	Do you plan to live in a private apartment? (contract period is generally 2 years)	Yes →	<b>i For Private apartments:</b> a) Refer to real estate websites and proceed to make the necessary applications to view the houses closer to arrival date. ISC can provide assistance in finding suitable apartments to rent. Refer to no.9 to apply for this support. b) Please note that in general, tenancy contract period is 2 years. Researchers may not be able to secure a tenancy contract if their intended period of stay in the rental unit is 1 year or shorter.	<input type="checkbox"/>		<input type="checkbox"/>
				Do need temporary accommodation until you can move into your long term accommodation?	Yes →	<b>ii Temporary accommodation:</b> a) If you plan to move into a private apartment (instead of university housing), the tenancy contract process may take around 2 weeks to complete. For that reason, you may need to stay in a temporary accommodation until you can move into your new house in Sendai. b) The International Support Center can also offer assistance in making the reservation for temporary accommodations. You may apply for this support from the link in item no.9.	<input type="checkbox"/>		<input type="checkbox"/>
Up to 3 days before departure	12	Visit Japan Web	Applicable to all	→	<b>i Complete the Visit Japan Web Application</b> a) Go to the link below and complete the Visit Japan Web Fast Track registration: <a href="https://vjw-jp.digital.go.jp/">https://vjw-jp.digital.go.jp/</a> b) Please be sure to always check the latest entry requirement before your departure.	<input type="checkbox"/>	X	<input type="checkbox"/>	
	13	Documents to bring to Japan	Applicable to all	→	<b>i Compile the documents to bring to Japan.</b> <b>a) General document checklist:</b> > Passport (with visa and COE) > Flight ticket > Hotel reservation > JSPS grant acceptance letter (if applicable) > Covid vaccination certificate (if applicable) > Driving license (if applicable) > Tax convention documents/International Social Security Agreement (if applicable) <b>b) Additional document for those with family:</b> > Translated marriage certificate > Translated birth certificate (for children) > Vaccination records (for children)	<input type="checkbox"/>	X	<input type="checkbox"/>	

Timeline	No.	Category	Check Applicability		To do	Tick if applicable	ISC Assistance	Tick if completed
AFTER ARRIVAL	14	Residence Card	Will you be landing in one of the airports below? >>Narita Airport, Haneda Airport, Chubu Airport, Kansai Airport, New Chitose Airport, Hiroshima Airport, and Fukuoka Airport	Yes →	<b>i Receive your Residence Card at the airport</b> a) Your Residence Card will be issued at the airport. b) Accept your Residence Card and check and confirm the details written on the card. c) Your Residence Card will act as your ID while you are in Japan, and will take precedence over the visa sticker attached in your passport. Be sure to keep it safe and always carry it with you.	<input type="checkbox"/>	X	<input type="checkbox"/>
	15	Check Into Accommodation	Applicable to all	→	<b>i Check into temporary accommodation, UH, IH, or SH.</b> * Although new residents of Sendai are required to report to the ward office to submit the resident registration notice within 14 days of arrival, You are not required to do so while you are still living in the temporary accommodation. You may do so after you have moved into your long term accommodation.	<input type="checkbox"/>		<input type="checkbox"/>
	16	House viewing and tenancy contract (for those not moving into UH/IH/SH)	Do you plan to live in a private apartment? (instead of university housing)	Yes →	<b>i Find Accommodation in Sendai</b> a) Find prospective units that meet your preferences from real estate websites such as "Suumo" or "Heiwa Jutaku". b) Contact the real estate agents in charge of the unit, and go for a viewing of the units. c) Alternatively, you may also directly visit real estate agents (such as Tohoku University COOP Real Estate Division) to consult with them and request for a viewing. d) Once you have decided on a house, proceed to submit an apartment lease application. The property agent will conduct an eligibility screening and make the decision to e) If your application is approved, you can proceed to sign a tenancy contract and move into the unit of your choice. f) You may refer to our website for more info about renting a house in Japan: <a href="https://sup.bureau.tohoku.ac.jp/en/life-e/moving-e/">https://sup.bureau.tohoku.ac.jp/en/life-e/moving-e/</a> g) Due to the complicated nature of tenancy contract procedure in Japan, we highly recommend first time visitors of Sendai to take full advantage of our support services for tenancy-related matters. Kindly apply for our support online as stated in no.9.	<input type="checkbox"/>		<input type="checkbox"/>
	17	Utility supply (gas, electricity, water)	Do you need to make the arrangement to connect the utility supply in the house you will be moving into?  *The utility supply in most units in <u>university housings</u> are typically already connected and does not require additional steps to use. Please check with the respective housing management offices.	Yes →	<b>i Connect Utility Supplies in your home</b> a) Contact respective suppliers to make the arrangement to start the utility supply in your home. b) As applications to start utility connection are generally done in Japanese language, our center can assist you with this matter. Kindly apply for our support online as stated in > <b>Sendai Gas Bureau:</b> Phone application : 0800-800-8978 <a href="http://www.gas.city.sendai.jp/forms/gas-open">www.gas.city.sendai.jp/forms/gas-open</a> > <b>Tohoku Electric Power:</b> Phone application : 0120-175-366 <a href="https://web-entry.tohoku-epco.co.jp/kaishi/FM11/index">https://web-entry.tohoku-epco.co.jp/kaishi/FM11/index</a> > <b>Sendai City Waterworks Bureau:</b> Phone application : 022-748-1111 <a href="https://www.suidou.city.sendai.jp/aqua/">https://www.suidou.city.sendai.jp/aqua/</a>	<input type="checkbox"/>		<input type="checkbox"/>

Timeline	No.	Category	Check Applicability		To do	Tick if applicable	ISC Assistance	Tick if completed
AFTER ARRIVAL	18	Bureaucratic procedures at the ward office	<p>Compulsory for those with a residence period of over 90 days*</p> <p>*individuals whose period of stay indicated in the residence card is 6 months / 1 year.</p> <p><b>**Legally, residence registration must be completed within 14 days from the date of establishing residence. If mid to long-term residents fail to report their residence within 90 days of entering the country, it may be grounds for the revocation of their residence status.</b></p>	→	<p><b>i Complete Resident Registration Process at the Ward Office</b> After your residential address in Sendai has been confirmed, bring your residence card, passport, and for those with family members, the translated copy of marriage/birth certificate to the ward office to complete the registrations below:</p> <p><b>a) For all</b></p> <ul style="list-style-type: none"> <li>➢ Residence registration           <ul style="list-style-type: none"> <li>* We recommend that you also obtain a copy of a resident record certificate (<i>juminhyo</i>) as you may be required to submit it to your host department or when you open a bank account etc.</li> <li>* The required content of the resident record differ according to purpose of submission. Kindly check with your host department/our support staff of the contents that need to be included in your resident record certificate.</li> </ul> </li> </ul> <p><b>b) For those without an employment status at TU</b></p> <ul style="list-style-type: none"> <li>➢ National health insurance enrollment</li> <li>➢ National pension system enrollment           <ul style="list-style-type: none"> <li>* In some cases, those with employment status at TU are required to join the national health insurance and national pension system. Please confirm this matter with your host department.</li> </ul> </li> </ul> <p><b>c) For those with children</b></p> <ul style="list-style-type: none"> <li>➢ Childcare benefit application</li> <li>➢ Child medical subsidy application</li> </ul> <p><b>d) Our center can provide assistance in completing these procedures. Kindly apply for our support online as stated in no.9.</b></p>	☐		☐
	20	Notice to the Post Office	Applicable to All	→	<p><b>i Submit Notice to the Post Office</b></p> <p><b>a)</b> We highly recommend all new residents of Sendai to submit a move-in notice to the Post Office as well to notify them that you are the resident at your residential address. You can do it online or in person at the post office.</p> <p><b>b)</b> Failure to do so may cause letters or packages being delivered to your address to be held back at the post office until you can confirm that you are the resident of that address.</p> <p><b>c)</b> For online notice submission  <a href="https://mypage.jp.id.jp/japanpost.jp/register/terms">https://mypage.jp.id.jp/japanpost.jp/register/terms</a>  <a href="https://welcometown.post.japanpost.jp/etn/#_qa=2.15300982.1991950044.1675907859-294529691.1675907859">https://welcometown.post.japanpost.jp/etn/#_qa=2.15300982.1991950044.1675907859-294529691.1675907859</a></p>	☐	X	☐
	21	Banking	<p>Do you need a Japanese bank account?</p> <p><b>**Please be informed that due to the high volume of application in Spring (at the beginning of Academic year), the bank requires prior appointment to open a bank account.</b></p> <p><b>**Please also take note that currently, Japanese banks are undergoing strict screening procedures such as identity verification when opening an account. Slight mistake in the application may cause your application to be rejected.</b></p>	Yes →	<p><b>i Open a Bank Account</b></p> <p><b>a)</b> Bring the items below and visit the bank to open an account:</p> <ul style="list-style-type: none"> <li>➢ Passport</li> <li>➢ Residence card</li> <li>➢ Personal seal (only if you have it)</li> <li>➢ Proof of enrollment or employment/student or staff ID/JSPS grant acceptance letter/proof of .</li> </ul> <p><b>b)</b> Alternatively you may also use Yucho app to open an account online. Refer to:  <a href="https://www.jp-bank.japanpost.jp/app/app_kouzakaisetu.html">https://www.jp-bank.japanpost.jp/app/app_kouzakaisetu.html</a></p> <p><b>c)</b> Or fill out the Yucho Direct Plus application form online and mail it to the bank to open an account without visiting the bank:  <a href="https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php">https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php</a></p> <p>If you decide to visit the bank to open an account, we highly suggest taking advantage of our support service as the process may be complicated. Please refer to no.9 to apply for our support online.</p>	☐		☐

AFTER ARRIVAL

Timeline	No.	Category	Check Applicability		To do	Tick if applicable	ISC Assistance	Tick if completed
	22	SIM card	Do you need a Japanese SIM Card?	Yes →	<b>i Get a SIM Card</b> a) Bring the items below and visit the mobile service provider to get a local phone > Passport. > Residence card. > Personal seal (if you used it when you open your bank account). > Your bank book / ATM card / credit card. b) Our center can assist you with this matter. Kindly apply for our support online as stated in no.9	<input type="checkbox"/>		<input type="checkbox"/>
	23	IC Card or commuter pass	Do you use the train/bus to commute to the university?	Yes →	Consider getting a reloadable IC Card or getting a commuter pass to make your commute easier.	<input type="checkbox"/>		<input type="checkbox"/>
	24	TU ID Card (Employee ID Card) issuance	Are you employed at TU?	Yes →	Follow the instruction of your host department to apply for employee ID card through TU Groupware. **Student ID will be issued to students upon enrollment.	<input type="checkbox"/>	X	<input type="checkbox"/>
	25	MEXT Mutual Aids Fund Social Insurance and Pension	Are you employed at TU?	Yes →	Follow the instruction of your host department to enroll into the MEXT Mutual Aids Fund Social Insurance and Pension. **Some employees need to be enrolled into the National Health Insurance and National Pension system instead of MEXT. Please confirm with your host department on whether you need to be enrolled into the National Health Insurance and National Pension System	<input type="checkbox"/>	X	<input type="checkbox"/>
	26	Tohoku University e-mail	Are you employed/enrolled at TU?	Yes →	Follow the instruction of your host department to set up your e-mail account. (TU Mail for employees, DC Mail for students)	<input type="checkbox"/>	X	<input type="checkbox"/>
	27	Health screening	Are you employed/enrolled at TU?	Yes →	Follow the instruction of your host department to undergo the health screening required at the start of employment/enrollment.  Our support staff can accompany researchers and faculty members to the health screening center to provide translation support. Please let us know if you need our assistance.	<input type="checkbox"/>		<input type="checkbox"/>
	28	Tohoku University Network	Are you allowed access to the TU Network?	Yes →	<b>i Follow the instruction of your host department to access TU Network.</b> a) For researcher/faculty members : GroupWare <a href="https://qw.tohoku.ac.jp/garoon/cgi-bin/cbgrn/grn.cgi">https://qw.tohoku.ac.jp/garoon/cgi-bin/cbgrn/grn.cgi</a> b) For students : Information Services for Education in Tohoku University <a href="https://www.dc.tohoku.ac.jp/guide/index-e.html">https://www.dc.tohoku.ac.jp/guide/index-e.html</a>	<input type="checkbox"/>	X	<input type="checkbox"/>
	29	Campus Wi-Fi Eduroam	Are you allowed access to the campus Wi-fi?	Yes →	<b>i Follow the instruction of your host department to connect to and access TU wi-fi network.</b> a) For researcher/faculty members <a href="https://www.tains.tohoku.ac.jp/contents/wireless/eduroam.html">https://www.tains.tohoku.ac.jp/contents/wireless/eduroam.html</a> b) For students: <a href="https://www.dc.tohoku.ac.jp/guide/wifi/wifi.html">https://www.dc.tohoku.ac.jp/guide/wifi/wifi.html</a>	<input type="checkbox"/>	X	<input type="checkbox"/>