

Arriving for work in Japan: your first 30 days

Registration, insurance, papers for your employer and your family — in order, with deadlines counted from the day you moved in.

Date you moved in: _____

Write the date here: the deadlines on the right count from it. "14 days" means no later than the 14th day after it.

Week 1: the city office

- | | |
|---|----------------------------------|
| ☐ 1. Register your address at the city or ward office — the moving-in notification (転入届, tennyū todoke) — with your passport and residence card. Your address is written on the back of the card and you are given a My Number.
japaneasy.io/work/newcomers/#week-1 | 14 days after moving in |
| ☐ 2. No health insurance through a company job? Join National Health Insurance (国民健康保険, kokumin kenkō hoken) at the city office — and, if you are 20 to 59, the National Pension (国民年金, kokumin nenkin).
japaneasy.io/work/newcomers/#week-3 | 14 days |
| ☐ 3. Your spouse and children register at the city office with you.
japaneasy.io/work/newcomers/#family | 14 days |
| ☐ 4. Child allowance (児童手当, jidō teate): apply at the city office within 15 days, or you lose months of it.
japaneasy.io/work/newcomers/#family | 15 days |
| ☐ 5. My Number Card — optional. If you have just moved to Japan from abroad and apply within 30 days of registering, you can ask for express issuance (about a week instead of a month).
japaneasy.io/work/newcomers/#week-1 | 30 days after registering |

First days at the company

- | | |
|---|---|
| ☐ 6. Check your working conditions — the notice of working conditions (労働条件通知書, rōdō jōken tsūchisho): contract term, place, hours, pay, rules for leaving. Compare it with what you were promised.
japaneasy.io/work/contract/ | on your first day |
| ☐ 7. Give your employer your My Number (from the Individual Number Notice, 個人番号通知書).
japaneasy.io/work/newcomers/#work | when the notice arrives |
| ☐ 8. Hand in the dependents form (扶養控除等申告書, fuyō kōjo tō shinkokusho) — without it tax is withheld at the higher rate (乙欄). List your dependents on it.
japaneasy.io/work/newcomers/#work | before your first pay |
| ☐ 9. Open a bank account and give it to your employer for your salary. Japan Post Bank (ゆうちょ銀行) often opens accounts soon after you register your address.
japaneasy.io/work/newcomers/#week-2 | before your first pay |
| ☐ 10. Company insurance covers you from your first working day; your employer reports you within 5 days. Check that the notice of your insurance details (資格情報のお知らせ) or the Health Insurance Eligibility Certificate (資格確認書) arrives.
japaneasy.io/work/insurance/health/ | 5 days from your first working day |

- | | | |
|--------------------------|---|--|
| ☐ | 11. Already joined National Health Insurance? Leave it at the city office, showing your company insurance.
japaneasy.io/work/newcomers/#work | 14 days after joining company insurance |
|--------------------------|---|--|

- | | | |
|--------------------------|---|---------------|
| ☐ | 12. Keep your passport and residence card yourself — your employer must not keep them.
japaneasy.io/work/newcomers/#work | always |
|--------------------------|---|---------------|

Family and later

- | | | |
|--------------------------|---|---------------|
| ☐ | 13. Add your spouse and children to your company health insurance as dependents, through your employer, if their expected income — allowances and contract bonuses included — is under ¥1,300,000 a year (¥1,500,000 for a child aged 19–22, ¥1,800,000 at 60 or older or if disabled) and, if you live together, under half of yours.
japaneasy.io/work/insurance/health/#family | 5 days |
|--------------------------|---|---------------|

- | | | |
|--------------------------|---|----------------------------|
| ☐ | 14. Set money aside for resident tax (住民税, jūminzei): there is none in your first year, it starts from June of the following year.
japaneasy.io/work/taxes/resident-tax/ | from June next year |
|--------------------------|---|----------------------------|

- | | | |
|--------------------------|---|-----------------------------|
| ☐ | 15. Remember: on a work status, notify immigration within 14 days when a contract ends and when you sign a new one — or risk a fine of up to ¥200,000.
japaneasy.io/work/change-job/#notifications | when you change jobs |
|--------------------------|---|-----------------------------|

Every item is explained on japaneasy.io/work/newcomers/. Your insurance and pension: japaneasy.io/work/insurance/.

Free help in English: Foreign Residents Support Center (FRESC), 0570-011000, weekdays 9 a.m. to 5 p.m. — status of residence, work and legal questions; Telephone Consultation Service for Foreign Workers (Ministry of Health, Labour and Welfare), 0570-001-701, Monday to Friday 10 a.m. to 3 p.m., closed noon to 1 p.m. — problems at work.