

Changing jobs in Japan: a checklist with deadlines

Visa, notifications, insurance without a gap and taxes — deadlines counted from your last working day.

Last working day at your old job: _____

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

Before you leave

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| ☐ 1. Check that the new job fits your status of residence. In doubt? Get a Certificate of Authorized Employment (就労資格証明書, shūrō shikaku shōmeisho).
japaneasy.io/work/change-job/#before | before you give notice |
| ☐ 2. Sign the new contract first, then hand in your resignation.
japaneasy.io/work/change-job/#leaving | before you give notice |
| ☐ 3. Give notice: at least 2 weeks on an open-ended contract; company rules often ask for 1–2 months.
japaneasy.io/work/resignation/#law | at least 2 weeks before |
| ☐ 4. Agree how the rest of your resident tax will be paid: the new employer continues the deduction (transfer form, 異動届出書), one sum from your last salary, or payment slips from the city office.
japaneasy.io/work/change-job/#taxes | by your last day |
| ☐ 5. Specified Skilled Worker: a new employer needs permission to change your status first; do not work at the new company while the application is pending.
japaneasy.io/work/change-job/#ssw | before the new job starts |

After your last day

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| ☐ 6. Notify immigration that the contract has ended — the Notification of the Contracting Organization (契約機関に関する届出; some statuses file the one about the Activity Organization): online, at an immigration office or by mail.
japaneasy.io/work/change-job/#notifications | 14 days |
| ☐ 7. A gap before the new job? Join National Health Insurance and the National Pension at the city office.
japaneasy.io/work/change-job/#insurance | 14 days from the next day |
| ☐ 8. Or keep your company health insurance (optional and continued coverage, 任意継続, nin'i keizoku) if you were insured for 2+ months in a row — up to 2 years, you pay the whole premium.
japaneasy.io/work/change-job/#insurance | 20 days from the next day |
| ☐ 9. Family during a gap: enroll each family member in National Health Insurance; a spouse aged 20–59 who was your Category III dependent (第3号) switches to the National Pension.
japaneasy.io/work/change-job/#family | 14 days |
| ☐ 10. Get the withholding record (源泉徴収票, gensen chōshūhyō) from your old job.
japaneasy.io/work/change-job/#leaving | within a month |
| ☐ 11. Out of work in your status: no more than 3 months without a good reason (6 for Highly Skilled Professional (ii)). Keep your applications, interview invitations and Hello Work records.
japaneasy.io/work/change-job/#gap | the 3-month line |

The new job

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| ☐ 12. Second notification to immigration — about the new contract.
japaneasy.io/work/change-job/#notifications | 14 days after signing |
| ☐ 13. Give the new employer the dependents form (扶養控除等申告書) on your first day and the withholding record from your old job as soon as you have it — for the December year-end adjustment.
japaneasy.io/work/change-job/#taxes | on your first day |
| ☐ 14. Leave National Health Insurance at the city office, showing your new insurance.
japaneasy.io/work/change-job/#insurance | 14 days after joining |
| ☐ 15. No job at the end of the year? File a final tax return (確定申告, kakutei shinkoku) — you often get some tax back.
japaneasy.io/work/taxes/kakutei-shinkoku/ | early next year; a refund return within 5 years |

Every item is explained on japaneasy.io/work/change-job/. 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.