

2018

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TSUKUBA

English


 Publication: Tsukuba City Hall,
International Exchange Office

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Bimonthly publication, Next edition: June 1


Mt. Tsukuba Ume Matsuri (Plum Festival)

The Mount Tsukuba *Ume Matsuri* will be held again this year at the Mt. Tsukuba Plum Grove (*Tsukuba-san Bairin*) on the slope of Mount Tsukuba. At an altitude of 250 m, about 1000 trees of red and white plum trees are planted inside the 4.5 hectare park. You can also enjoy the panorama of the Tokyo Sky Tree, Mt. Fuji, Tsukuba Science City, and the beautiful contrast between the Tsukuba rocks and flowers.

【Date】 Until 21 March (Wed, public holiday)

【Main Events】

Ume Tea Service, Mt. Tsukuba's famous *Gama no Abura Uri Kojyo* demonstration, market with local products of Tsukuba such as Tsukuba collection items, outdoor events provided by Forest Adventure Tsukuba (admission fee required), open-air Tea Ceremony (admission fee required, every Sunday during the *Ume Matsuri*)

【Traffic Closure】

The road marked with "x" on the map is closed to vehicular traffic during *Ume Matsuri* from 9:00 – 16:00

【Ume Matsuri Shuttle Bus】

There will be a shuttle bus in operation that can take you from Bairin Entrance to the Municipal parking lot 1P or the Tsukuba-san Shrine Iriguchimae. There will also be a vehicle operating within the Matsuri grounds for handicapped visitors.

【Operation time】 9:00 – 16:00 during Ume Matsuri

※Delay, suspension and course change may occur due to traffic condition and weather.

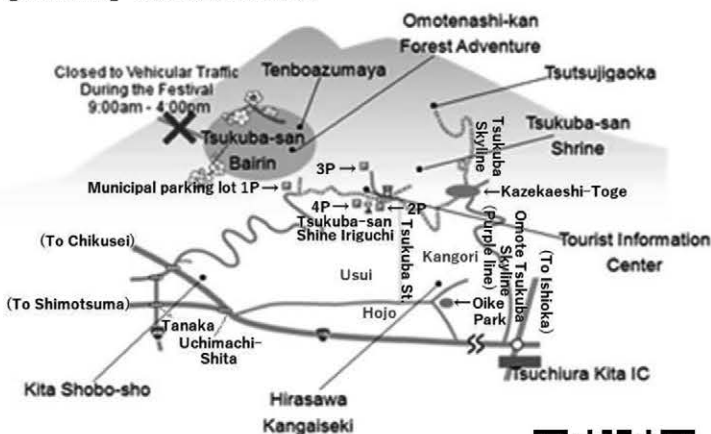
【Access】

- Tsukuba-san Shuttle Bus: 40 mins from TX Tsukuba station to Tsukuba-san Shrine-Iriguchi (Fee: 720 yen for junior high school students or above, 360 yen for elementary school students, free for those below), walk for 5 mins from Tsukuba-san Shrine-Iriguchi to the entrance of Bairin

- Parking fee: standard vehicle (500 yen),

For more details, please visit the website of Mount Tsukuba Ume Matsuri Festival!

【Contact】 Tourism Division



Link to the OSCIR application page:

Applications for Japanese Classes for Foreigners Apr-Sep

【Place】 Tsukuba Innovation Plaza Meeting Room (3F)

【Eligibility】 Foreign residents, workers in Tsukuba City and family

【Class Size】 15 students per class

【Fee】 New: 6000 yen, Returnee: 5000 yen ※Textbooks sold separately

【Application Start】 From 1 March (Thu)

【How to Apply】 Please submit the application form in person.

【Apply/Contact】 Tsukuba International Association(Azuma 1-10-1)

TEL 029-869-7675 (9:00-17:45 Mon-Sat) ✉ info@inter.or.jp

	Course	Class level (Hours of Japanese study)	Night Class (Day / Time / No. of Sessions)	Day Class (Day / Time / No. of Sessions)
①	Japanese 1	Beginner	Tue / 18:30-20:00 / Total 20	—
②	Japanese 2	50 hours or more	—	Wed / 10:00-12:00 / Total 16
③	Reading/ Writing	Those who wish to learn hiragana / katakana / kanji	Wed / 18:30-20:00 / Total 20	—
④	Japanese 3- (2 classes)	100 hours or more	Thu / 18:30-20:00 / Total 20	Wed / 10:00-12:00 / Total 16
⑤	Japanese 3- (1 class)			—
⑥	Nihongo no Kai	300 hours or more	Mon / 18:30-20:00 / Total 20	Thu / 10:00-12:00 / Total 16

Recruiting Overseas Student Coordinator for International Relations (OSCIR)

【Term】 1 April 2018 to 31 March 2019

【Job Description】 Translation and layout of the quarterly newsletter of Tsukuba City, giving presentations on life as a foreigner in Japan at seminars aimed at increasing international understanding, other translation and interpretation tasks as need arises.

【Eligibility】 Applicant must meet ALL of these requirements:

- 1) Registered resident of Tsukuba (Status of residence should be "Student")
- 2) Enrolled at a college, university, or graduate school until at least 31 March 2019 (Excl. auditing students)
- 3) Interested in international relations and volunteering
- 4) Able to communicate fluently in Japanese
- 5) Computer skills
- 6) Excel at translating and interpreting to and from Japanese

【Recruiting Languages】 English, Chinese, Korean, Portuguese, Spanish, Vietnamese, Indonesian (2 persons per language)

【Screening Method】

- 1) Primary Screening: Review of application documents
- 2) Final Screening: Translation test and interview (Mid-March)

【How to Apply】 Download the application form from the City Hall website, fill it out in Japanese, and submit the application form in person or by mail by 2 March (Fri) along with necessary documentation.

※For more details, refer to the City Hall website or contact us.

【Contact】 International Exchange Office

Change in Time for Consultation for Foreign Residents from April 2018

There will be a change in the time for consultations in English, Chinese, and simple Japanese from April 2018. Please note that consultations for all three languages will take place every Wednesday 10:00 – 13:00.

Up to end of March 2018: Every Wednesday 9:00 – 16:00 (Excl. 13:00-14:00, consultations in Chinese end at 13:00).

【Content】 Feel free to seek advice on any troubles or queries that arise while living in Japan, including resident status, labor, marriage, education etc. All consultations are strictly confidential.

【Means of consultation】 Face-to-face or by phone (029-868-7700)

【Consultation fee】 Free

【Contact】 Tsukuba International Association (Azuma 1-10-1) (Inside Tsukuba Innovation Plaza)

Consultation: 029-868-7700 The office: 029-869-7675

2017 Income Declaration Consultation

【Place】 City Hall 2nd floor, income declaration consultation hall

【Period】 16 February (Fri) – 15 March (Thu) ※Service not available on weekends except 25 February (Sun).

Morning session is 9:00 – 12:00, Afternoon session starts from 13:00.

【Reception】 9:00 – 16:00 (※9:00 – 15:00 for 25th February)

※Please tell the staff about your declaration content and get a numbered ticket at the reception on 2nd floor.

※Those who wish to line up before 8 am may do so in front of the south entrance.

【Procedure】 Compilation of your declaration form on the computer via individual consultation.

【Who needs to declare incomes?】

• Those with business income (merchandising, farming etc.), real estate income, dividend income, transfer income

• Those who receive a salary but whose workplace has not submitted a “Payroll Report” (*kyuryo-shiharai-hokoku-sho*) to the City Hall

※Check with the person responsible for salaries at your workplace

• Those who retired and have not taken up a new job

• Those who have income other than their salary from their workplace or those who receive a salary from more than one workplace

• Those who receive a salary but did not get year-end adjustment

※Salary income includes part-time jobs wages

• Those who want to get medical expenses deduction

• Those who receive income only from national pension and want to apply for expenses deduction for social insurance fee, life insurance fee, dependency deduction, medical expenses deduction

• Those who need an annual income certificate and a certificate of exemption from taxation

• Those who are enrolled in National Health Insurance

※National Health Insurance tax is calculated based on income of previous year and number of family members enrolled. Householder and all enrolled members of the same household are required to declare regardless of income.

«If you do not provide declaration of all household members and householder enrolled in National Health Insurance»

• National Health Insurance tax will not be calculated correctly

• National Health Insurance tax relief measure will not be applied as there is not enough information to determine whether the total amount of income of the household is less than a certain standard criteria or not

• The amount of “High Medical Expense” and meals fees covered by individuals when hospitalized may increase

【Things needed for consultation】

1. Declaration form 2. Residence Card

3. Copy of your My Number card (For the submission of the final return for 2016 and thereafter, it is necessary, as a new rule, to attach a copy of My Number card and also to show a document to identify the

person who submits

4. Name seal (rubber stamps are invalid) or signature for those who do not have a name seal

5. Documents showing income for 2017

※Tax withholding slip (*gensen-choshu-hyo*) for salary and/or national pension (original); payment record (*shiharai-choshu*); in case of business income and real estate income: balance breakdown statement or balance book

※Tax withholding slips for dependent household members

※For those who have business income or real estate income, please prepare balance breakdown statement beforehand. Please bring a copy of last year’s statement if your income continued from previous fiscal year. For those who included fixed property tax in expenses recorded within business income, please bring a certificate for payment of fixed property tax and list of land / real estate properties for income declaration

6. Certificates of receipts of expenses for 2016

E.g. Payment proof for life insurance, nursing care medical insurance, earthquake insurance (formerly Long-Term Damage Property and Casualty Insurance), National Health Insurance tax, nursing-care insurance, National Pension Insurance, farmer’s pension insurance etc.

【Contact】 Regarding Income Declaration/Income Tax Refund Declaration: Tsuchiura Tax Office ☎029-822-1100

【Contact】 Regarding Public Pension Withholding Slip/National Health Insurance Premium: Japan Pension Service, Tsuchiura Pension Office ☎029-825-1170 (Automated phone service)

【Contact】 Regarding Municipal/Prefectural Tax, declaration consultation dates: Municipal Tax Division

City Tax Payment Deadline

Fixed Property Tax/City Planning Tax

(4th Period) **【Deadline】** 28 Feb (Wed)

(2018 entire amount or 1st Period) **【Deadline】** 1 May (Tue)

【Contact】 Property Tax Division • Tax Collection Division

National Health Insurance Tax

(8th Period) **【Deadline】** 28 Feb (Wed)

(9th Period) **【Deadline】** 2 Apr (Mon)

【Contact】 National Health Insurance Division

Date for transfer of the Child Benefit Allowance

The date of payment for the February Child Benefit Allowance is 9 February. Please check after bookkeeping after 10 February.

※As of October 2017, the notification of payments postcard now displays all scheduled payments for the year. In light of this change, the notification of payments postcard that has been issued three times a year (October, February, June) until now will from now on be issued once a year (October only).

【Contact】 Childcare Policy Division

Opting to Receive the National Health Insurance Card Over the Counter

The National Health Insurance Card for 2018 will be sent out via simple registered post from mid-March. Those who wish to receive it in person at the City Hall, or are expected to be abroad when the cards are sent out, can opt to obtain the card directly at the National Health Insurance Division.

【Application】 The head of the household apply directly at the National Health Insurance Division by 2 March (Fri). You will need to bring your residence card.

【Issue date】 From 22 March (Thu)

【Place/Time of Issue】 National Health Insurance Division, 8:30 – 17:15 (Excl. weekends and public holidays)

【Contact】 National Health Insurance Division

NECESSARY PROCEDURES WHEN YOU MOVE IN/OUT

Resident Card and/or Passport are required for all procedures!

● **Health Insurance/Pension**

A: Moving in Tsukuba B: Moving inside Tsukuba C: Moving out of Tsukuba or Japan

Programme	Requirement	A	B	C	Division in Charge/Counter	Who needs to take the procedure
National Health Insurance	A proof of My Number	✓	✓	✓	National Health Insurance #7	Those who are not a member of social insurance in Japan
	NHI card		✓	✓		
	Resident Card or Passport	✓	✓			
National Pension	National Pension Member's number (NP certificate)		✓		Medical Welfare and Pension #6	Those of the age of 20 or older who have moved in from outside Japan
	Notification		✓	✓		
						Those who are paying National Pension in another city in Japan

● **Family with Children**

Programme	Requirement	A	B	C	Division in Charge/Counter	Who needs to take the procedure
-Mother and Child Health Handbook -Vaccination/Infant Checkup Subsidy	Vaccination history	✓			Health Promotion #24	Families raising children of the age of 7 years and 5 months or younger
Medical Welfare (Marufuku)	Passports of all family members	✓			Medical Welfare and Pension #4	Families raising junior high school age children or younger *1: Please inquire us which year's tax/income certificate is required before you apply for Marufuku.
	Child's Health Insurance Card	✓				
	Bankbook or Bank Card	✓				
	Mother and Child Health Handbook (<i>boshi (kenkō) techō</i>)	✓				
	Income/ Tax Certificate (*1)	✓				
	A proof of My Number	✓				
Primary/Junior High School Enrollment	Notification	✓	✓	✓	School Affairs (4th Floor)	Families raising primary school and junior high school age children
Child Allowance	Passports of all family members	✓			Childcare Policy #3	Families raising junior high school age children or younger *1: Income Certificate for Child Allowance must indicates both parents' incomes. Please inquire us which year's certificate is required before you apply. If you have just moved in from outside of Japan, it is not required. *2: If you are moving to another city in Japan, notify us and get Income Certificate at the counter #15 or 33 and submit it when you apply for the Child Allowance at the new local office. *3: If you move inside Tsukuba, notify us only when you change the phone number.
	Health Insurance Card of the parents and the child	✓				
	Bankbook	✓				
	Income Certificate for Child Allowance (*1) (*2)	✓	*1	*2		
	Notification of Change of Phone and/or Address (*3)		✓	✓		
Ibaraki Kids Club Card (Discount/Service Card for Families with Children)	Child's Health Insurance Card	✓				Families who moved in from outside Ibaraki and have children age 17 or younger
	A proof of child's age	✓				

● **Single-Parent Family**

Child Rearing Allowance for Single-Parent Family	Passports of all family members	✓			Childcare Policy #3	Single-parent families raising children age 18 or younger NOTE: Apply within 15 days from the moving-in date.
	Birth Certificate of the child (Original and Japanese translation)	✓				
	Single Certificate (Original and Japanese translation)	✓				
	Notification of moving (out)		✓	✓		
Child Welfare Benefit for Single-Parent Family	Passports of all family members	✓			Childcare Policy #3	Single-parent families raising junior high school age children or younger
	Birth Certificate of the child (Original and Japanese translation)	✓				
	Single Certificate (Original and Japanese translation)	✓				
	Notification of moving (out)		✓	✓		

● **Expectant Mother**

A: When you get pregnant. B: Moving in Tsukuba C: Moving out of Tsukuba or Japan

Programme	Requirement	A	B	C	Division in Charge/Counter
Medical Welfare for Expectant Mother (Marufuku) *1: Please inquire us which year's tax/income certificate is required before you apply for Marufuku.	Mother and Child Health Handbook (<i>boshi (kenkō) techō</i>)	✓			Medical Welfare and Pension #4
	Health Insurance Card	✓			
	Bankbook of Mother's account	✓			
	Income/Tax Certificate (*1)	✓			
	A proof of My Number	✓			
	Marufuku Certificate		✓	✓	
Mother and Child Health Handbook/Checkup Subsidy	Notify the expecting date.	✓			Health Promotion #24
Ibaraki Kids Club Card (In case you don't have one)	Mother and Child Health Handbook (<i>boshi (kenkō) techō</i>)	✓			Childcare Policy #3

● **Seal Registration**

Seal Registration	Those who needs Registered Seal Certificate	Seal to register	Citizen Services Division #15
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● **Motorbikes: In case of moving out.**

Motorcycle Registration	Those who own a motorcycle under 125 cc / a small-sized special motor vehicle	Seal			✓	2nd Floor #33
		Label Issue Certificate			✓	
		Vehicle License (Number Plate)			✓	

For other procedures, please contact the divisions in charge.

-Health Insurance for age 75 and older: Medical Welfare Division (Counter #5)

-Nursing Care Insurance: Nursing Care Insurance Division (Counter #25)

-Disability Certificate: Disability Services Division (2nd Floor, Counter #40)

-Marufuku for the disabled: Medical Welfare and Pension Division (Counter #7)


For People Who Are Moving out of Tsukuba or Japan

«For People Who Are Moving to Other Cities or Prefectures in Japan»

- (1) Please submit a "Notification of Moving Out" at Tsukuba City Hall (bring an identification card). A "Certificate of Moving Out" will be issued, so please take the procedure for moving in at your new address within 14 days after starting to live there.
- (2) National Health Insurance Members: Please take National Health Insurance Qualification Loss Procedure, return your NHI card and pay the insurance tax. National Health Insurance tax will be re-calculated on a monthly basis, so please inquire at the City Hall.
- (3) National Pension Members: There is no procedure at Tsukuba City Hall, but please take the procedure for change of pension address at your new place of living.
- (4) *Marufuku* Certificate Holders: Please return the certificate. For those moving within the prefecture the record of issuance of *Marufuku* Certificate will be issued, which should be brought with you when taking the procedure for moving in at your new address.
- (5) Child Allowance Recipients: After taking the procedure of "Notification of Reason for Reception" in Tsukuba City, please take the procedure for moving in at your new address within 15 days of scheduled moving out date, bringing with you Child Allowance requester's health insurance card, bankbook, seal, income certificate etc.
- (6) Car Owners: Please bring your Label Issue Certificate (the document you got when applying for license plate), license plate, seal and deregister your vehicle. Then bring your seal, Deregistered Vehicle Certificate at your new address and take the procedure for registering.
- (7) Families whose children are enrolled in public Elementary or Junior High Schools: Please receive an "Enrollment Certificate" and a "Certificate of Payment for Textbooks" from your school and take the procedure at the Board of Education at your new place of living.

※We recommend that you confirm the necessary documents at your new place of living before you move out of Tsukuba.

«For People Who are Moving out of Japan»

- (1) If you are not planning to come back to Japan, please submit a "Notification of Moving Out" at Tsukuba City Hall. You don't need to do this if you plan to come back to Japan within 1 year and your visa validity allows it, but in this case National Health Insurance Members need to pay the insurance tax, so please do the necessary bank transactions in advance or ask an acquaintance who currently lives in Japan to pay the tax for you.
- (2) National Health Insurance Members: Please take the National Health Insurance Qualification Loss Procedure, return your NHI card and pay the insurance tax. National Health Insurance tax will be re-calculated on a monthly basis, so please inquire at the City Hall.
- (3) National Pension Members: Please submit the "Notification of Qualification Loss". For details about the "Lump-sum Withdrawal Payment" please refer to Japan Pension Organization website (in 9 languages).

<https://www.nenkin.go.jp/service/jukyuu/sonota-kyufu/dattai-ichiji/20150406.html>
- (4) *Marufuku* Certificate Holders: Please return the certificate.
- (5) Child Allowance Recipients: After taking the procedure of "Notification of Reason for Reception" in Tsukuba City, please consult with the person in charge about the transaction of Child Allowance for the month of the departure.
- (6) Car Owners: Please bring your Label Issue Certificate (the document you got when applying for license plate), license plate, seal and deregister your vehicle.
- (7) Families whose children are enrolled in public Elementary or Junior High Schools: Please inform your school of your leaving Japan.

About Individual's City or Prefectural Tax Payment at the Time of Leaving Japan

(1) City and Prefectural Taxation and Tax Payer

Individual's City and Prefectural Tax is to be taxed based on the income of the previous year by municipalities living in as of 1 January of that year. For this reason, even after departing in the middle of the year, tax payment obligation will remain for City and Prefectural tax that has already been taxed, and further tax will be imposed for the following fiscal year as well.

(2) Tax Payment Method

City and Prefectural Tax is to be paid by "Special Collection" through deducting taxes from the salary of each month from June to May of the following year, or by "Ordinary Collection" through the Tax Payment Notice sent by the City Hall. Because tax is charged according to the income during the previous year, you might need to pay City and Prefectural Tax in the following year after you retire.

(3) City and Prefectural Tax Payment Method at the Time of Leaving Japan

●Those leaving Japan between January and June (before Tax Payment Notice is sent):

Tax Payment Notice for City and Prefectural Tax for the year of leaving Japan will be sent in mid-June of the same year. Those whose income during the previous year was bigger than a certain amount need to pay City and Prefectural Tax. Therefore, it is necessary to appoint a "Tax payment Administrator" to receive documents and deal with all matters related to tax payment before leaving Japan. There are 2 tax payment methods: The one is tax payment by "Tax Payment Administrator" for you based on Tax Payment Notice; The other is a method called "Planned Tax Payment" in that you pay tax by yourself before the Tax Payment Notice is sent to you. In the latter case it is necessary to take certain procedures.

●Those leaving Japan between June and December (after Tax Payment Notice is sent):

In case of full payment before leaving, no procedures are required. In case that some City and Prefectural Taxes remain unpaid, it is necessary to appoint a "Taxpayment Administrator" to pay the tax on your behalf.

About "Taxpayment Administrator":

- (1) Taxpayment Administrator is a person who is appointed by the taxpayer, who does not have an address or residence in the city, to handle the tax payment on his behalf.
- (2) Who can become a Taxpayment Administrator? : Those who have an address / residence / office / business office (including a corporation) in the city. In the case of appointing a Taxpayment Administrator, it is necessary to declare it to the Municipal Tax Division.
- (3) Role of the Taxpayment Administrator: To manage the affairs related to the tax payment such as reception of Tax Payment Notice, payment of taxes etc.
- (4) How to set up the Taxpayment Administrator: Submit a "Taxpayment Administrator Declaration Form" to the Municipal Tax Division within 10 days before leaving Japan.

About "Planned Tax Payment":

- (1) Planned Tax Payment is a procedure when your tax is calculated before the Tax Payment Notice is sent out and you will pay it yourself before leaving Japan.
- (2) Procedure for Planned Tax Payment: You need to submit the documents that confirm the status of your income during the previous year, such as copies of withholding tax notes, final return forms, the certificate of paid insurance etc. We will inform you of the tax amount to be paid and payable date at a later date.

Addition of Vietnamese and Indonesian in the Multilingual Newsletter, and Korean in the Multilingual Website from 2018

15 years have passed since the publication of the newsletter's first foreign language version in 2003. With the purpose of raising awareness of information about the City among more people, the newsletter started off with publishing translations in 6 languages: English, Chinese, Korean, Thai, Portuguese, and Spanish. With the rise in the number of residence of Vietnamese and Indonesian in the last couple of years, we have decided to also publish the newsletter in Vietnamese and Indonesian. The newsletter, which has been published on a bimonthly basis until now, will from now be released four times a year, with the Spring issue (March), Summer issue (June), Autumn issue (September), and Winter issue (December). The frequency of publication of the newsletter will decrease, but in an effort to speed up the dissemination of information, from May of this year, the Tsukuba City Multilingual Website (<http://www.tsukubainfo.jp/>) (Facebook and Twitter also) will see the addition of a Korean language version, in addition to the English, Chinese and simple Japanese versions that have been in operation until now, and will continue to operate. We hope to keep on delivering information to the foreign residents of Tsukuba City through the newsletter and website. You may also be interested in the Guidebook for Foreign Residents, and the City Map. We welcome any comments and feedback.

【Contact】 International Exchange Office

✉ ctz031@city.tsukuba.lg.jp



Multilingual Site QR code



Guidebook for Foreign Residents



City Map