



# TSUKUBA

## English



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### Announcement from Ibaraki Police Department

**If you encounter a suspicious person or a suspicious article,  
please notify the police immediately!!**

The G20 Tsukuba, Ibaraki Pref. Ministerial Meeting on Trade and Digital Economy will be held at the Tsukuba International Conference Hall during 8 Jun (Sat) and 9 June (Sun) 2019.

The police department is planning to implement traffic restrictions and secure of the area around the venue in order to prevent illegal acts such as terrorism and ensure the safety and smooth progress of the G20 Tsukuba, Ibaraki Pref. Ministerial Meeting on Trade and Digital Economy.

Please report to the police if you notice anything unusual or strange around your area.

#### **【Reporting】**

Emergency: 110

Tsukuba Central Police Station: 029-851-0110

Tsukuba North Police Station: 029-867-1191

Ibaraki Prefectural Police Headquarters Olympic and Paralympic Summit Countermeasure Office:

029-301-0110 (Representative) (Weekdays 9:00-17:00)

### City Tax Payment Deadlines

Please pay taxes before the deadline as given below.

#### **★Property Tax/City Planning Tax Deadlines**

(4<sup>th</sup> Period): 28 February (Thu)

(2019 entire amount or 1<sup>st</sup> Period): 7 May (Tue)

**【Contact】** Property Tax Division, Tax Collection Division

#### **★National Health Insurance Tax Deadline**

(9<sup>th</sup> Period): 1 April (Mon)

**【Contact】** National Health Insurance Division



### For Residents 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 adjust 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. The record of issuance of Marufuku Certificate will be issued. Please bring it with you when taking the procedure for moving in at your new address.

(5) Child Allowance Recipients: After taking the procedure of “Notification of Loss 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 who’s 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. If you’re moving within the Ibaraki prefecture and wish to continue receiving *Marufuku*, please receive the record of issuance.

(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.

## <<For All People Who Are Moving >>

(1) Water services

A notification is required if you stop using water services or change your name. For the procedure please go to Tsukuba City Waterworks Customer Center on the 1<sup>st</sup> floor of Tsukuba City Hall or contact us by phone.

**【Contact】** Tsukuba City Waterworks Customer Center

Tel: 029-851-2881

Working hours: 8:30-17:15

Closed on National Holidays and 29 December – 3 January

Working on Saturday and Sunday



(2) Electricity

Please contact your Electric Power Company when your moving day is decided. The last payment will be taken according to the measurements on the power meter.



Tsukuba City Hall

(3) Oversized Garbage Disposal

Oversized Garbage refers to garbage whose longest side is over 50 cm (that doesn’t fit into the 40 liters trash bag). In case you have any oversized garbage, please bring it directly to a Clean Center or contact an Oversized Garbage Collection Center. Oversized garbage collection is charged.

**【Contact】** Tsukuba City Oversized Garbage Collection Center

Tel: 029-860-2984

Working hours: 8:30-17:15

Working on Monday – Friday including National Holidays

Closed on 29 December – 3 January



• Air conditioners, televisions, fridges, washing machines (drying machines), and PCs will not be collected in the city due to the recycling law. For the disposal of the items mentioned above please refer to the following URL.

<http://www.city.tsukuba.lg.jp/kurashi/recycle/gomi/katei/sodai/1004142.html>

## 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 lived 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 set up a “Tax payment Administrator” to receive documents and deal with all matters related to tax payment before leaving Japan.

TEL: 029-883-1111

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 set 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.

※Please contact the City Hall for any clarifications or details.

**【Contact】** Tax Collection Division

## **School Enrollment Procedures for Foreign Nationals**

In Japan 6 years of elementary school and 3 years of junior high school are included into compulsory education.

This obligation is not applied to the guardians of students of foreign nationalities, but if you wish to enroll in a Japanese school, please contact the Education Department, School Affairs Division. Please note, that those who have already completed the admission procedure are not required to do that.

Targets are students who are the residents of Tsukuba City.

An enrollment notice has been sent out in late November to all the guardians of the children who are of age to enter elementary school, junior high school, or compulsory education school.

If you wish to enter school other than your designated school for reasons like the ones given below, please do the necessary procedures at the Education Department, School Affairs Division.

1. Planning to move to another city or country in the near future
2. Planning to move to another school's district in Tsukuba City
3. Planning to enter a private, national, or special support school (for visually, auditory, mentally, physically impaired or those who are in poor health)
4. Planning to change the designated school, or applying to a school in a different district
5. In case of delayed enrollment due to sickness, etc.
6. In case of being unable to enter the designated school for other reasons

**【Contact】** School Affairs Division

## **Consultation Room for Foreigners in Tsukuba City on Every Wednesday**

**【Date and Time】** Every Wednesday 10:00-13:00

※The time has changed since April 2018! Please pay notice!

**【Languages】** English, Chinese, simple Japanese

Please do not hesitate to ask us about any trouble you have or what you do not understand while living in Japan. You can also consult with us about your status of residence, employment, marriage etc. Everything will be kept confidential.

**【Consultation Method】** Face to face consultation or by calling 029-868-7700

**【Fee】** Free

**【Contact】** Tsukuba International Association

1-10-1 Azuma Tsukuba 〒 305-0031

(inside Tsukuba Innovation Plaza)

Phone for consultation: 029-868-7700

Office phone: 029-869-7675

## Medical Treatment in Native Language. Dispatch of Medical Interpreter Volunteers

Have you ever experienced problems in conversation with the doctor at hospital?

The Tsukuba International Association dispatches medical interpreter volunteers free of charge so that people can be relieved while being treated at hospitals. Starting 1 April 2019 the dispatch will change to medical institutions who have agreed to it only. In some cases additional fees might also be charged. Please check the leaflet PDF file on the Medical Interpreter Guide Page on the Tsukuba International Association website for more details on the matter (<https://www.inter.or.jp/iryo-tsuyaku.htm>).

**【Available Hospitals】** Hospitals and clinics around Tsukuba and hospitals who have agreed to the dispatchment of Medical Interpreters (University of Tsukuba Hospital and Tsukuba Medical Center Hospital only as of 1 April 2019)

**【Content for Translation】** Reception, examination, diagnosis, surgery, consent form, medical certificate etc.

**【Available Languages】** English, Chinese, Spanish, Portuguese

**【Fee】** Depends on the medical institution (University of Tsukuba Hospital will charge patients a certain amount as of 1 April 2019)

**【Application Method】** Ask the staff at the hospital.

**【Contact】** Tsukuba International Association  
1-10-1 Azuma Tsukuba 〒305-0031  
(inside Tsukuba Innovation Plaza)  
Tel: 029-869-7675

## Japanese Cooking Class for Foreigners

Let's make Japanese home cooking. An instructor from a Kaiseki restaurant will teach you how to cook traditional Japanese cuisine.

**【Date】** 11 March 2019 (Mon) 10:30-14:30

**【Place】** Azuma Community Center in Tsukuba, kitchen room

**【Targets】** Foreigners who are living or working in Tsukuba City

**【Instructor】** Ms. Takako Nobori (Fudoan Kaiseki Restaurant Owner)

**【Capacity】** 20 people

**【Fee】** 1500 yen

**【Things to bring】** Apron, tapper to take the cooking back home (in case of leftovers)

**【Menu】** Cutlet bowl, sesame spinach, kenchinjiru (There is a possibility of change)

If you can't eat certain ingredients due to religious or other reasons, substitute ingredients can be used instead, so feel yourself at ease.

**【Application】** Email your name, address, and phone number to the Tsukuba International Association ([info@inter.or.jp](mailto:info@inter.or.jp)).

**【Contact】** Tsukuba International Association  
1-10-1 Azuma Tsukuba 〒305-0031  
(inside Tsukuba Innovation Plaza)  
Tel: 029-869-7675  
Email: [info@inter.or.jp](mailto:info@inter.or.jp)

