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## Welcome to Tsukuba City!

This booklet is designed for people who have just come to Japan or moved to Tsukuba City from other municipalities in Japan. It features the minimum amount of information necessary to live in Tsukuba City, as well as other municipalities in Japan. If you have any questions, please refer to this booklet. If you are still not sure about something, please feel free to contact us. Most of the inquiry contacts listed in this booklet are available in Japanese only, so please ask someone who speaks Japanese to make inquiries where possible.

Services that are available in English and other languages are marked with "  labels.

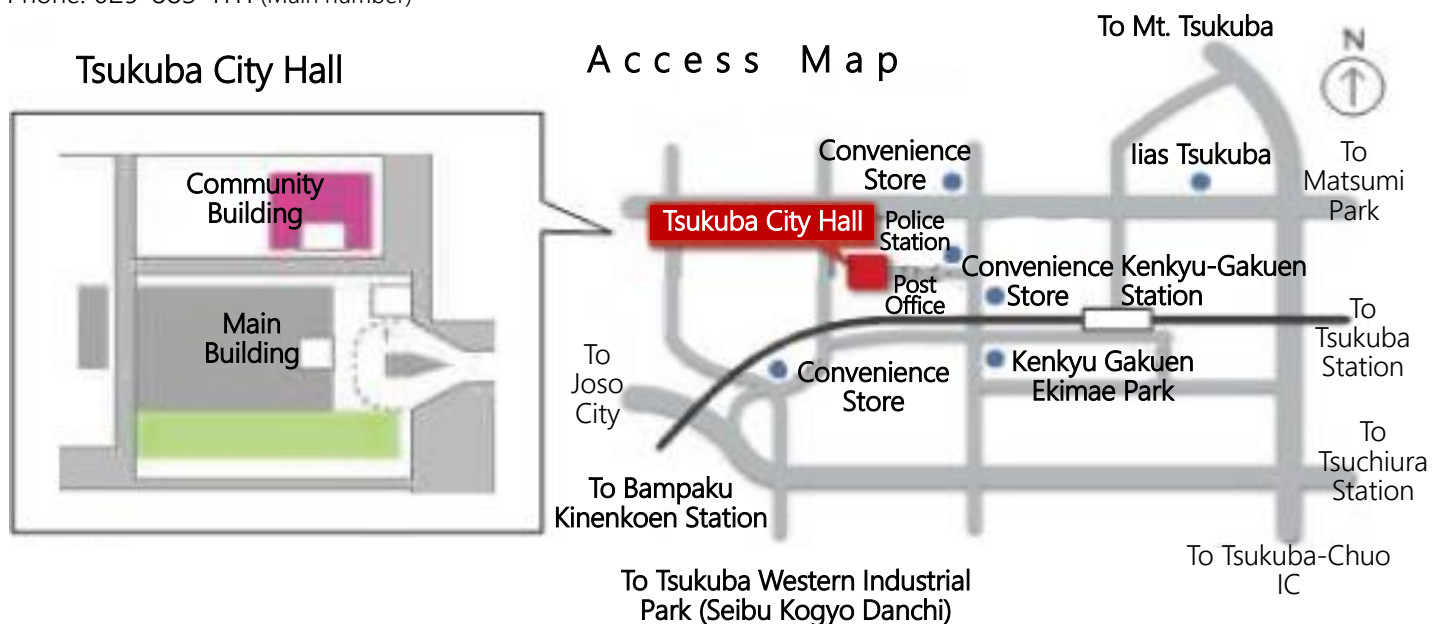
For consultations and procedures at Tsukuba City Hall, help is available at "Tsukuba One-stop Inquiry Desk for Foreign Residents" on the 5th floor.

Note: This booklet is created based on the information as of February 1<sup>st</sup> Date, 2021. Open hours may be subject to changes depending on circumstances.

## Tsukuba City Hall

Address: 〒305-8555 1-1-1 Kenkyu-Gakuen, Tsukuba

Phone: 029-883-1111 (Main number)



- 7 minutes' walk from Kenkyu-Gakuen Station (Tsukuba Express)
- If coming by Tsuku-Bus, please take a Yoshinuma-Shuttle Bus, Sakuoka-Shuttle Bus, Yatabe-Shuttle Bus or Kamigo-Shuttle Bus.
- City Hall car parking is free up to 2 hours.
- Parking lot for disabled persons is located at the main entrance (east side) of the City Hall.

## Consultation

Please feel free to contact us if you have any problems or inquiries. The information you provide will be kept confidential. Consultation is free of charge.

Multilingual

**International Exchange Office, Tsukuba City Hall (5<sup>th</sup> Floor)** Phone: 029-883-1111 (Main Number)

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Tsukuba One-stop Inquiry Desk for Foreign Residents Phone: 029 (883) 1313

The Inquiry Desk provides contact information to which you can inquire if you have any problems. You can inquire about information related to daily life such as procedures to reside in Tsukuba or in Japan, employment, medical care, welfare, childbirth, child care and education. It is free of charge and the information you provide is kept confidential. You can also make inquiries by phone in Japanese, English and Chinese. (You will be responsible for the call charge.)

Available language: English, Chinese, Korean, Vietnamese, Tagalog, Portuguese, Thai, Spanish, French, Russian, Hindu, Indonesian, Nepali, plain Japanese (Please note that there may be cases where a tablet computer is used for interpreting.)

Available hours: Monday to Friday - From 9:00am to 12:00pm and from 1:00pm to 5:00pm (Closed on weekends, national holidays and from December 29 to January 3.)

### Tsukuba International Association

Multilingual

<https://www.inter.or.jp/> Phone: 029-869-7675

The International Association hold Japanese language classes, as well as various events and volunteer programs aiming to promote international understanding.

### Ibaraki International association

Multilingual

<http://www.ia-ibaraki.or.jp/> Phone: 029-241-1611

Foreign Consultation Center


<https://www.ia-ibaraki.or.jp/kokusai/soudan/center/index.html>

### List of places you can inquire about your concerns

Below is the list of places you can inquire about various issues related to daily life. Most services are available in Japanese only. The information you provide will be kept confidential. Consultation is free of charge.

	What you are concerned about	Name of places you can inquire	Inquiry contacts
Childcare	Your baby was premature or small at birth and needs hospital treatment, but you are concerned about medical fees. Your doctor explained about medical and infant care services.	Payment scheme for medical and infant care services	Health Promotion Division
	You wish to have a consultation on pregnancy, giving birth and/or child care so that you can bring up your baby in peace of mind.	Comprehensive Support Center for Maternal and Child Health	Health Promotion Division Sakura Health Center: 029-857-3931 Yatabe Health Center: 029-838-1100 Oho Health Center: 029-864-7841

	You wish to have a consultation on childcare related issues, children with disabilities and/or children who do not want to go to school and stay home all day.	Social Welfare Consultation Services (Consultation on childcare and concerns about children)	Social Welfare Council's Consultation Room 029-879-5504
	You are not sure which daycare center to choose.	Childcare Concierge	Childcare Institutions Management Division
	You wish to talk about your mental health or your family's. You wish to hear an opinion of whether you should see a doctor.	Consultation on mental health (Reservation required)	Oho Health Center 029-864-7841
	You wish to use childcare services, because you cannot look after your child temporarily due to unavoidable reasons.	Childcare Support Room "Kizuna"	070-1457-6062
	Consultation on child development	Consultation on developmental disorder (Reservation required)	Disability Services Division
	You wish to talk about various educational issues such as bullying or your child not wanting to go to school. This is a consultation service for children who go to kindergarten, elementary/junior high school in Tsukuba City, as well as their parents and school teachers.	Consultation Center for Education	Consultation Center for Education 029 (866) 2211
	You wish to talk about schooling and education for children with special needs who are between pre-school and junior high school age.	Consultation on schooling and education for children with special needs and support	Special Education Support Office
	You wish to talk about your child who is under 18 years old.	Consultation on children and families	Childcare Consultation Office
Human Rights	You wish to talk about women's issues including problems related to husband and wife relationship and mother and child relationship, domestic violence and a way of living.	Tsukuba City Counseling Room for Women	Gender Equality Office
	You wish to talk about human rights violations on a daily basis. (Consultation service by the Human Right Protection Committee)	Consultation on human rights	Municipal Development Division
	You are looking for a job.	Ibaraki Labor Bureau	1838 Shishitsuka, Tsuchiura, 300-0805 029-822-5124

		"Hello Work" (Employment Service Center)	
	You need to ask about acute poisoning incidents caused by chemical substances (tobacco, household products, etc.), medicines, poisons of animals and plants, etc.	Japan Poison Information Center	Tsukuba Poison Information Center: 029-852-9999 Tobacco: 072-726-9922
Human Rights	You wish to talk about problems such as being unable to pay medical bills, rent and/or debts.		Social Welfare Division
	You, your family member or someone you provide support for has a difficulty in making appropriate decisions due to dementia, an intellectual disability, mental disability, etc., and you wish to talk about it.	Adult Guardianship System	Tsukuba Adult Guardianship Center, Tsukuba City Council of Social Welfare First floor of Oho Branch Office: 029-879-5511
	You wish to ask about disability welfare scheme, etc.	Welfare consultation for persons with disabilities	Disability Support Office
	You or your family member has a physical, intellectual or mental disability and wishes to have information about various social welfare scheme or to talk about concerns.	Consultation Support Program for Persons with Disability	Tsukuba City Council of Social Welfare 029-879-5511
	You wish to report or consult disability abuse.	Response to disability abuse	Disability Support Office
	You wish to talk about senior living, care for the elderly, dementia, elder abuse and/or adult guardianship system.	General consultation for the elderly	Municipal Senior Services Support Center (Inside Tsukuba City Hall)
	You or your family member is a victim of crime and wish to talk about it.	Crime victim consultation	Ibaraki Prefecture Crime Victim Consultation Counter 029-301-7830
	If life feels too hard or you feel suicidal, please reach out.	Free telephone consultation service "Yoriso Hotline" 	0120-279-338 (For service in foreign languages, please press 2 after the initial guidance.)
	You noticed child abuse.	Child Guidance Center's Child Abuse Hotline	189
Daily Life	Hornet hives on your premise or on the way to school need to be removed, so please report if you find them.	Swift Dispatch Office	Swift Dispatch Office (Inside Tsukuba City Hall)
	You have problems with contaminated water, odor, noise, vibration and/or dust.	Pollution consultations and complaints	Environmental Conservation Division

	You are concerned or have questions about radiation.	Radiation countermeasure	Environmental Conservation Division
	You wish to have instruction on how to use a computer for elderly and disabled persons.	Social Welfare Consultation Services (Consultation on computers for elderly and disabled persons)	Council of Social Welfare Volunteer Center: 029-879-5898
	You wish to talk about consumers' affairs such as damage caused by a malicious business practice, product accident and/or multiple debts.	Consumer affairs consultation	Consumer Affairs Center 029-861-1333
	You have a feedback and/or request from your community.	Neighborhood Issues Consultation Division	Neighborhood Issues Consultation Division
	You wish to learn Japanese language.	Tsukuba International Association	Tsukuba International Association 029-869-7675
Legal Expert	Consultation by a judicial scrivener	Social Welfare Consultation Services	Council of Social Welfare Counseling Room 029-879-5500
	Legal advice by lawyer	Social Welfare Consultation Services	
City Administration	You have a complaint on city administration.	Ombudsman System	Tsukuba City Office of Ombudsman (Third Floor of Oho Branch Office) 029-864-1980 Fax029-864-1981
	You have feedback or request for the city administration which you wish to be reflected in the future city policy decisions.	Letter to the Mayor Email to the Mayor	Use a designated post card or email

## Immigration Bureau of Japan

Below are the offices that have jurisdiction over Ibaraki Prefecture

### -Tokyo Immigration Bureau

5-5-30, Konan, Minato-ku, Tokyo 108-825  
TEL: 0570-013904 TEL: 03-5796-7112 (Int. call)

### -Mito Branch Office

First floor of Mito Legal Affairs  
Joint Gov't Building, 1-1 Kitami-cho, Mito City,  
Ibaraki 310-8540  
TEL: 029-300-3601 FAX: 029-300-3605

### -Utsunomiya Branch Office

First Floor of Utsunomiya General Legal Affairs Building,  
2-1-11 Obata, Utsunomiya, Tochigi, 320-0036  
TEL: 028-600-7750 FAX: 028-600-7751

### -Chiba Branch Office

Inside Chiba Central Community Center, 2-1  
Chiba-Ko, Chuo-ku, Chiba, Chiba, 260-0026  
TEL: 043-242-6597 FAX: 043-247-5199

### -Saitama Branch Office

First Floor of Saitama Second Legal Affairs Joint  
Government, 5-12-1 Shimo-ochiai, Chuo-ku,  
Saitama-shi, Saitama, 338-0002  
TEL: 048-851-9671 FAX: 048-851-9685

## Tax Office

### -Municipal Tax Office in Tsuchiura

First Branch Office of Tsuchiura Joint Government Building, 5-17-26 Manabe, Tsuchiura, 300-0051  
TEL: 029-822-7176 FAX: 029-822-7362

### - National Tax Office in Tsuchiura

4-15, Jyohoku-cho, Tsuchiura-city, 300-8601  
TEL: 029-822-1100

## Other

-Tsuchiura Office for Motor Vehicle Inspection and Registration (Department of Motor Vehicles)  
2-1-5 Oroshimachi, Tsuchiura, 300-0847  
TEL : 029-842-7812

### -Tsuchiura Branch Office of Ibaraki Light Motor Vehicle Inspection Organization

3915 Shimana, Tsukuba, 300-2658 (Suwa C23-5)  
TEL : 050-3816-3106

## Public Relations

Inquire at Public Relations Policy Division

### Issuance of PR newsletters

-Tsukuba City's newsletter, "CITY NEWS TSUKUBA", is issued on the first day of every month and distributed to each household. You can also pick it up at the City Hall or Branch Offices.

**Multilingual**

-Braille and audio versions of "CITY NEWS TSUKUBA" are also available. The audio version is recorded in CD and cassette tapes. If you wish to have Braille or audio version of PR Newsletters, please inquire at Public Relations Policy Division.

-For PR Newsletters in foreign languages, inquire at International Exchange Office



Selected articles from "CITY NEWS TSUKUBA" are translated into 8 languages and are published once every 3 months. It provides information about daily life for foreign residents. The 8 languages include English, Chinese, Korean, Thai, Portuguese, Spanish, Vietnamese and Indonesian.

### Civic Plaza "Municipal Administration PR Corner"

The PR Corner is a space where you can access and collect information such as news from the City, sightseeing, events, information along Tsukuba Express, as well as leaflets and pamphlets of research institutes in the City.

Open hours: Same as the business hours of IIAS Tsukuba / Location: Space on the north side of the fourth floor, IIAS Tsukuba

### Official Website

You can find information about Tsukuba City's main projects, sightseeing and events from the official website.

-Tsukuba City's official website: <https://www.city.tsukuba.lg.jp/>

-Tsukuba City's official multilingual website: <http://www.tsukubainfo.jp/>

Multilingual

For the multilingual website, inquire at International Exchange Office

The website provides information related to daily life for foreign residents in English, Chinese, Korean and "plain Japanese".

### **【Facebook】**

Tsukuba City's official Facebook page provides the latest information on event, nature, culture and living in the City.



### **【Twitter】**

Tsukuba City's official Twitter account is linked with the City's official website and provides event information, etc. It also provides information on disaster prevention, crime prevention and traffic information.

Please note that the City cannot accept official inquiries via Twitter.





### **【Instagram】**


Tsukuba City's official Instagram account shows charm of various products, things and people in the City through photos.



# Life Cycle Chart

 If you are moving inside Tsukuba  
Inform within 14 days after moving.

 If you are moving into Tsukuba  
Inform within 14 days after moving

 If you are moving out of Tsukuba  
Inform within 14 days of moving date

## Adulthood



- ★National Health Insurance
- ★National Pension

## Daily Living

- ★National Health Insurance
- ★National Pension
- ★Municipal Tax
- ★How to dispose trash
- ★Water and sewage



 When you're getting Married  
Notifying Marriage  
Effective from the day of submission

## Marriage

- ★Resident Record




 When the baby is born  
Notifying Birth  
Inform within 14 days after birth

## Child Birth



- ★Informing Birth
- ★National Health Insurance
- ★Mother and Child Health Book
- ★Maternity Check Up
- ★Baby check up

 Visit the City hall for any procedure with this mark mentioned.

Tsukuba City Hall  
〒305-8555  
1-1-1 Kenkyu-Gakuen, Tsukuba  
Phone: 029-883-1111 (Main number)

## Childcare

- ★Child Support
- ★Vaccination
- ★Daycare, Kindergarten and other
- ★Consultation about child raising



## Education



- ★Consultation about child raising
- ★Elementary and Middle school
- ★School fee support

## From Late Middle Age to Old Age

- ★Health and Medical support
- ★Seniors Medical support
- ★National Pension
- ★Seniors Welfare (介護保険)



# Services Offered at Tsukuba City Hall

## **For Open Hours** Inquire at Citizen Services Division

Weekday: 8:30am - 5:15pm

(Closed on Saturdays, Sundays and national holidays, and from December 29 to January 3.)

Some services at Citizen Services Division are available on Saturdays and Sundays and are also available until 8pm on Thursdays. However, certificates and documents that can be issued are limited and there will not be multilingual services.

## **For Services** Inquire at Citizen Services Division

-Applications for Special Permanent Resident Certificates are handled by the Citizens Services Division.

(Weekday: 8:30am - 5:15pm)

-If a foreign national changes his/her address, he/she will have to notify the Citizens Services Division.

(Weekday: 8:30am - 5:15pm)

Although Tsukuba City Hall has branch offices in different parts of the City, their services are limited and they do not have multilingual services.

## **To Register as a Resident** Inquire at Citizen Services Division

When registering as a resident, your new address will be recorded on the back of your residence card.

When moving to Tsukuba City from overseas:

When you move to Tsukuba City, please notify the Citizens Services Division within 14 days.

-What to bring: Your and your family members' passports and residence cards

When moving within Japan:

### Moving to Tsukuba City from another municipality (Moving-in)

Please complete the procedures for moving-out at your previous municipality in advance.

Please notify the Citizen Services Division that you move to Tsukuba City within 14 days.

-What to bring: Your and your family members' residence cards, Individual Number (My Number) cards (if you have) and a moving-out certificate (your previous municipality issues the certificate when you complete moving-out procedure.)

### Moving out of Tsukuba City to another municipality (Moving-out)

Please notify the Citizen Services Division that you are moving out of the City.

Moving-out notification is accepted approximately 14 days before moving to a new place.

-What to bring: Your and your family members' residence cards

### Moving to a different place within Tsukuba City (Change of address)

Please notify the Citizens Services Division that you move to a new place within 14 days.

What to bring: Your and your family members' residence cards and Individual Number (My Number) cards

If you are moving to a house which your family member or friend has already registered as their residency, you will need a consent from the head of the household in order to complete the moving-in procedure. There are cases where you will be asked to provide a lease or documents to prove the relationship between you and residents of the house you are moving in. Please inquire at the Citizens Services Division for details.

When leaving Japan:

Please notify the Citizens Services Division that you are moving-out.

-What to bring: Residence card

There may be cases where you are required to pay for tax bills and insurance premiums while living in Japan. If you have any questions, please ask the National Health Insurance Division and/or Tax Collection Division.

### To Issue Certificates Inquire at Citizens Services Division

To request the following certificates, etc., an ID card such as a driver's license is required. If requesting by proxy, there may be cases where a letter of proxy is required. Please inquire for details.

A copy of the Residence Certificate (*Juminhyo* 住民票)

There are two types of residence certificates; One is "All Household Members' Residence Certificate (*Juminhyo-Tohon* 住民票謄本)" and the other is "Individual Residence Certificate (*Juminhyo-Shohon* 住民票抄本)".

Certificate of Acceptance of Family Registry (*Juri Shomei-sho* 受理証明書)

Persons who registered a birth, marriage, divorce, etc., at Tsukuba City are eligible for requesting a "Certificate of Acceptance of Family Registry".

Certificate of Items Stated in Residence Certificate (*Juminhyo Kisai Jiko Shomei-sho* 住民票記載事項証明書)

This certificate proves items recorded in a Residence Certificate.

Proof of Address for Light Vehicle Tax (*Kei Jidosha-yo Jusho Shomei-sho* 軽自動車税用住所証明書)

This proof is used for procedures related to light vehicles and indicates your current address, name and date of birth.

Issuing a Copy of Residence Certificate of a Person Residing Outside Tsukuba City

Under the Basic Resident Registration Network System, it is possible to issue a copy of Residence Certificate (location of family register and head of the household are omitted) for a person and his/her household members who are registered as residents outside Tsukuba City by showing their driver's license, passport, "My Number" card (with photo) or Basic Resident Register card (with photo).

Please note that only Japanese nationals may be registered in family register (*koseki* 戸籍) system. However, foreign nationals who are married to a Japanese national, can request a copy of certificate related to family register on behalf of their spouses.

-Certificate of Family Register (Certificate of All Registered Matters on Family Register / *Koseki-tohon* 戸籍謄本)

-Certificate of Partial Family Register (Certificate of Individual Matters on Family Register / *Koseki-shohon* 戸籍抄本)

-Closed Family Register (Certificate of All Registered Matters on Closed Family Register / *Joseki-tohon* 除籍謄本)

-Partial Removed Family Register (Certificate of Individual Matters on Family Register / *Joseki-shohon* 除籍抄本)

-Copy of the Attachment to a Family Register: This document shows your past and current residence addresses.

Please note that if you have your Family Register outside of Tsukuba City, you have to request the above certificate, etc., at the municipality.

## To Register a Personal Seal (*Inkan*) Inquire at Citizen Services Division

A Personal Seal Registration Certificate (*Inkan Toroku Shomei-sho* 印鑑登録証明書) is often required for important financial transactions such as registering a property and issuing a notary deed. After registering your personal seal, a Personal Seal Registration card (*Inkan Toroku-sho* 印鑑登録証) will be issued. Please bring the card with you when you request a copy of Personal Seal Registration Certificate.

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Persons who can register a personal seal: Persons who are 15-year-old or over and are recorded in the Basic Resident Registration System.

What to bring: Your personal seal that you wish to register and ID such as driver's license. When registering your personal seal by proxy, a proxy letter is required. If a proxy files an application, the personal seal registration card will not be issued on the day of the application.

Personal Seals that cannot be registered: Personal seals that are too small (fit within an 8 square millimeter) or too big (does not fit within a 25 square millimeter), personal seals bearing home address, occupation and/or qualification, personal seals that are made of rubber or other deformable materials, personal seals that have a blurry or unreadable impression, personal seals without a frame, or personal seals that are registered or very similar to the one registered by somebody else.

Change and cancellation of a personal seal registration: Please notify if you wish to cancel your personal seal registration, if you lose your personal seal or if you lose your personal seal registration card. When a person who registered his/her personal seal deceases or moves out of the City, the registration will be cancelled by notifying the City Hall of the death or moving-out.

Who can change/cancel the registration: Persons who wish to change/cancel his/her personal seal (If he/she cannot come to the City Hall, a proxy can complete the procedure.)

What to bring: A new personal seal you wish to register, your personal seal registration card, and a proxy letter (if applicable), identification documents such as driver's license.

## For Temporary Driving Permit (Temporary license plate) Inquire at Citizen Services Division

This permit is given to specific vehicles with an expired Automobile Inspection Certificate (*Shaken* 車検). The permit will specify the purpose of driving, driving route and period of time. The purpose of driving must be consistent with Temporary Driving Permit System, otherwise the permit will not be given. Based on the driving purpose and driving route, the minimum number of days will be permitted (with the maximum number of days being 5).

-What to bring:

1. Proof of Automobile Liability Insurance (*Jibaiseki Hoken Shomei-sho* 自賠責保険証明書): A copy is not accepted and the original and valid Proof is required.
2. Documents that show chassis number, make, type, etc. such as an Automobile Inspection Certificate or Registration Cancellation Certificate (*Massho Toroku Shomei-sho* 抹消登録証明書). A copy of such documents is accepted.
3. Applicant's personal seal (If the applicant is a company, the company's seal is required)
4. Identification documents such as driver's license

**For Certificate and Notification**

Inquire at Citizen Services Division and Municipal Tax Division

For services to issue certificates at convenience stores, inquire at Citizen Services Division and Municipal Tax Division

By using My Number Card, you can obtain various certificates at convenience stores which have multi-function copiers such as Seven-Eleven, Lawson, Family Mart, Seico Mart, Mini Stop, Kasumi and Aeon.

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Note 1: If you registered your Basic Resident Registration card for services to issue certificates at convenience stores, you can use the service until your card expires.

Note 2: There are cases where you cannot access to some of the services, if your "My Number" card is not equipped with electronic certificate. Please inquire at Citizen Services Division for details.

Certificates that you can obtain at convenience stores:

-A copy of Residence Certificate (You cannot obtain a copy of Residence Certificate bearing Resident Record Code or "My Number".)

-Personal Seal Registration Certificate (the Certificate will be issued for persons who registered their personal seals at the City Hall.)

-Tax Certificate, Tax Exemption Certificate and Income Certificate.

To issue certificates related to tax, you will only need "My Number" card.

Fees to issue certificates:

150 yen per copy (It is cheaper than issuing a copy at the City Hall.)

Open Hours: From 6 : 30am to 11 : 00pm (except December 29 to January 3)

The open hours are different depending on the opening hours of each shop.

**Other Notifications**

Notify a Birth

When to notify	Within 14 days from the date of birth (including the date of birth)
What to bring	<ul style="list-style-type: none"> <li>• A birth certificate that is issued from a medical institution, etc., where you gave birth</li> <li>• A mother and Child Health Handbook (<i>Boshi Kenko Techo</i> 母子健康手帳)</li> <li>• A personal seal of a person notifying the birth (if he/she has it).</li> </ul>
Where to notify	At any of the following municipal office: <ol style="list-style-type: none"> <li>1. A municipal office of where the person notifying a birth resides.</li> <li>2. A municipal office of where the child is born.</li> <li>3. A municipal office where there is one of the parents' family register if a mother or a father is a Japanese national.</li> </ol>
Who can notify	The child's mother or father
Note	There are cases where a "Certificate of Items Stated in Family Register ( <i>Koseki Todoke-de Kisai Jiko Shomei-sho</i> 戸籍届出記載事項証明書)" or "Certificate of Acceptance of Family Register ( <i>Koseki Todoke-de Juri Shomei-sho</i> 戸籍届出記載事項受理証明書)" is required for visa and/or passport application. Please inquire the Immigration Bureau or the embassy for details. These certificates will be available approximately one week after notifying a birth.

Notify a death

When to notify	Within 7 days of learning of the death
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What to bring	-Death Certificate ( <i>Shibo Shindan-sho</i> 死亡診断書) from a hospital. -A personal seal of the person notifying the death
Where to notify	At any of the following municipal offices: 1. A municipal office of where the person notifying a death resides. 2. A municipal office of an area where the deceased died. 3. A municipal office where there is a family register of the deceased.
Who can notify	Families and relatives of the deceased or persons who lived with the deceased.
Note	To take the deceased remains back to his/her country or to notify the death to the embassy, there are cases where a "Cremation Certificate ( <i>Kaso Shomei-sho</i> 火葬証明書)", etc. is required from the embassy. Please inquire in advance.

## Notify a marriage

When to notify	When getting married. (A marriage becomes effective by notification.)
What to bring	The documents required to register a marriage vary depending on the nationalities of a couple. There may be cases where you are required to submit documents which you need to have them sent from your home country, so please inquire the embassy first and allow enough time to have them ready before coming to the City Hall.
Where to notify	At any of the following municipal offices: 1. A municipal office where the person notifying a marriage resides. 2. A municipal office where there is a husband or wife's family register if either one of them is a Japanese national.  Please note that depending on your nationality, your marriage becomes effective by notifying your country's embassy, instead of your local municipal office. Please inquire the embassy for details.
Who can notify	Husband and wife

-Depending on the content of notification, there may be cases where additional documents are required. Please inquire Citizen Services Division for details.

-If there are changes in your name, home address and/or period of stay after the notification, you are required to notify the change to update your national health insurance card and/or My Number card.

## For Ongoing Use of a My Number Card and Basic Resident Register Card

Inquire at Citizen Services Division

You can continue to use your "My Number" card or Basic Resident Registration card issued by another municipality as your ID in Tsukuba City by completing the procedure for ongoing use.

Please complete the procedure for moving-in and ongoing use within the following period.

Notifying of moving-in	Within 14 days after you move to Tsukuba City, and within 30 days before you move out of the previous municipality.
Procedure for ongoing use	Within 90 days after you move to Tsukuba City.

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### Applying for My Number card

For persons wishing to apply for a My Number card, a free photography service to put on the card is available at the City Hall and branch offices. Please apply in person with your ID. It will take about a month and half to issue a My Number card. For foreign residents, the expiration date of a My Number card is the same as the expiration date of a residence card.

What to bring	An identification document such as a residence card, driver's license, etc.
Where to apply	Weekday: At the City Hall or branch offices
Fee	Free of charge for your first My Number card

## For the Public Certification Service for Individuals (Digital Certificate)

Inquire at Citizen Services Division

-Issuing an electronic certificate

Electronic certificates which will be required for online administrative procedures such as filing tax return (e-Tax) and obtaining official certificates at convenience stores, will be issued for persons who have a My Number card.

### List of Handling Fees Inquire at Citizen Services Division for details.

Type of Certificate, etc.	Fees
Certificate of Accepting Notification ( <i>Juri Shomei-sho</i> 受理証明書) Related to a Family Register or Certificate of Items Stated in Family Register	350 JPY per certificate
Certificate of Accepting Notification (high-quality paper)	1,400 JPY per certificate
Certificate of Identification and Other Official Certificates	200 JPY per certificate
Copy of Residence Certificate	200 JPY per copy (150 JPY per copy at a convenience store)
Certificate of Items Stated in Residence Certificate ( <i>Juminhyo Kisai Jiko Shomei-sho</i> 住民票記載事項証明書)	200 JPY per copy
Copy of the Attachment to a Family Register (For Japanese nationals only)	200 JPY per copy
Proof of Address for Light Vehicle Tax ( <i>Kei Jidosha Zei-yo Jusho Shomei-sho</i> 軽自動車税用住所証明書)	Free of charge
Certificate of Non-Residency and Certificate of Non-Registry ( <i>Fuzaiju Fuzaiseki Shomei-sho</i> 不在住不在籍証明書)	200 JPY per certificate



Viewing a copy of a part of the Basic Resident Register ( <i>Jumin Kihon Daicho</i> 住民基本台帳)	500 JPY per 30 minutes of viewing. For transcribing, additional 200 JPY per item
Issuance of a Personal Seal Registration Card ( <i>Inkan Toroku-sho</i> 印鑑登録証)	200 JPY per certificate
Certificate of Personal Seal Registration ( <i>Inkan Toroku Shomei-sho</i> 印鑑登録証明書)	200 JPY per certificate (When printed out at a convenience store, 150 JPY per copy)
Application Fee for Temporary Driving Permit (Temporary License Plate)	750 JPY per vehicle (Fee will be collected when applying for a temporary license plate.)
Re-issuance of My Number Card (in case of loss)	800 JPY per card
The Public Certification Service for Individuals (electronic certificate)	200 JPY per certificate
Certificate of a Family Register (Certificate of All Registered Matters on a Family Register / <i>Koseki Tohon</i> 戸籍謄本) Certificate of a Partial Family Register (Certificate of Individual Matters on a Family Register / <i>Koseki Shohon</i> 戸籍抄本) N.B. Family registers are maintained for Japanese nationals only.	450 JPY per certificate
Removed Family Register (Certificate of All Registered Matters on Family Register / <i>Joseki Tohon</i> 除籍謄本) Partial Removed Family Register (Certificate of Individual Matters on Family Register / <i>Joseki Shohon</i> 除籍抄本) <u>N.B. Family registers are maintained for Japanese nationals only</u>	750 JPY per certificate

# National Health Insurance, National Pension and Tax

## Persons Residing in Japan are Required to be Enrolled in a Public Health Insurance System.

Inquire at National Health Insurance Division for details.

In Japan, there are schemes for medical insurance (National Health Insurance and Employee's Health Insurance) and pension (National Pension and Employee's Pension). The insurance scheme allows its members to receive medical care with a relatively low financial burden and the pension scheme provides benefits for over 65-year-old persons, persons with disability, as well as providing death benefits for a family member who shared livelihood with the insured person when he/she deceases. Both Japanese nationals and non-Japanese nationals are obliged to enroll in the insurance and pension schemes.

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For Public Medical Insurance System, inquire at National Health Insurance Division

Public Medical Insurance is an important system which covers our medical expenses. Within the system, there are the National Health Insurance and Employee's Health Insurance. Insurers of the either insurance system will have an equal access to medical care throughout Japan.

### 1. National Health Insurance (*Kokumin Kenko Hoken* 国民健康保険)

If you are not covered by the Employee's Health Insurance or receiving livelihood protection, you are required to enroll in the National Health Insurance.

### 2. Employee's Health Insurance

The Employees' Health Insurance covers medical expenses for employees of a company, etc. There is a system for dependents where family members whose annual income is less than 1.3 million yen are also be covered.

### 3. Difference between the National Health Insurance and Employees' Health Insurance

	National Health Insurance	Employees' Health Insurance
Who can be a member of the insurance	Self-employed persons, unemployed persons, etc.	Full-time employees of a company, etc., or employees who work more than three quarters of full-time employees.
Who is in charge	National Health Insurance Division of a local municipal government	Japan Health Insurance Association ( <i>Kyokai Kempo</i> 協会けんぽ) or each company's health insurance union
Insurance tax or premium	Calculated on a household basis, and based on the number of persons enrolled in the insurance, their age, income, etc.	Calculated on an individual basis, and based on his/her age, income, etc.
Dependents	There is no system to cover your dependents and the insurance tax will increase or decrease depending on the number of household members enrolled in the insurance.	Family members can be covered within the scope of the accreditation.
How to pay insurance premium or insurance tax	You make payment to the local municipal government where you reside and <u>the payment can be made at banks or convenience stores.</u>	Insurance premium will be deducted from your salary.

Advantage of Public Health Insurance: Inquire at National Health Insurance Division for details.

	If the following happens to you;	And if you are enrolled in the insurance:	And if you are NOT enrolled in the insurance:
Medical insurance	Became ill	You can receive medical treatment with 30% of the treatment cost.	You will be charged full treatment cost.
	Had an operation or hospitalized.	You will have to pay only certain amount and so overall burden will be less.	You will be charged full treatment cost.
	Cannot work due to injury.	You will be entitled to invalidity benefit (only if you are covered by your company's health insurance).	You will not be entitled to receive invalidity benefit.
	Gave birth	You will be entitled to receive Childbirth Lump-Sum Allowance.	You will be charged full cost.
Pension	Became severely disabled due to an accident.	There may be cases where you are entitled to receive disability pension.	You will not be entitled to receive disability pension.
	Deceased	Your family will be entitled to receive survivor's pension.	Your family will not be entitled to receive survivor's pension.
	Turned 65-year-old (you made payments over 10 years)	You will be entitled to receive Old-age Basic Pension.	You will not be entitled to receive Old-age Basic Pension.

Please note that persons who were granted over 3-month period of stay and registered as a resident in Tsukuba City, are obliged to enroll in the National Health Insurance System. However, persons who fall under any of the following conditions are not required to be enrolled in the National Health Insurance:

- Persons whose granted period of stay is less than 3 months.
- Persons whose period of stay has expired.
- Persons with diplomatic status.
- Persons who are enrolled in or entitled to enroll in Employee's Health Insurance and their dependent family members.
- Persons receiving livelihood protection.
- Persons from a country which has a social security agreement (including medical insurance) with Japan, and who have a certificate of social security coverage from their home country.
- Persons and their caregivers whose status of residence is "designated activities" and who came to Japan for medical purposes, or persons and their spouses who stay in Japan for health purposes.
- Persons who are 75-year-old or over (Persons who turned 75-year-old will enroll in the medical insurance system for the elderly aged 75 or over).

Even if you are in good health right now, there may be risks where you have an accident or become ill, and it will cost a lot of money to have treatment and surgery without health insurance. Also, without pension you will not have any income when you become old or disabled and are no longer able to work. Both systems are there to protect you, so please make sure that you are covered by appropriate insurance and pension schemes.

To Notify the Following Changes, inquire at National Health Insurance Division

Please notify National Health Insurance Division of the following changes within 14 days.

	When to notify	What to bring	
Enrolling in National Health Insurance	When you move to Tsukuba City	Moving-out certificate from the previous local municipal office and your ID	Document that shows your Individual Number (My Number)
	When you leave your company's insurance (Employees' Health Insurance)	Proof that shows you left your company's insurance and your ID	
	When you are no longer covered by the company's insurance as a dependent	Proof to show that you are no longer covered by the company's insurance as a dependent and your ID	
	When you give birth	Your Health Insurance card, Maternal and Child Healthcare Handbook ( <i>Boshi Kenko Techo</i> 母子健康手帳), bankbook or other form of document which shows the bank account of the head of a household and your ID	
	When you stop receiving livelihood protection	Notification of Discontinuance of Livelihood Protection ( <i>Hogo Haishi Kettei Tuchi-sho</i> 保護廃止決定通知書) and your ID	
	When a foreign national enrolls in the National Health Insurance	Residence card and passport	
Leaving the National Health Insurance	When you are moving out of Tsukuba City	Your National Health Insurance card	
	When you become a member of Employees' Health Insurance	Your National Health Insurance card and Employees' Health Insurance card	
	When you become a member of the Employees' Health Insurance as a dependent		
	When an insured person of the National Health Insurance deceases	The deceased person's National Health Insurance card, a funeral thank-you card (or a receipt of the funeral), document that shows the bank account of a host of the funeral and his/her personal seal ( <i>inkan</i> )	
	When you start receiving livelihood protection	Your personal seal, Health Insurance card and Notification of Commencement of Livelihood Protection ( <i>Hogo Kaishi Kettei Tsuchi-sho</i> 保護開始決定通知書)	
	When a foreign national is leaving the National Health Insurance	National Health Insurance card and residence card	
Other Changes	When there is a change in your name or the head of your household	Health Insurance card Other Changes	
	When you separate or combine households		
	When a household member changes his/her address to go to school, university, etc.	His/Her Health Insurance card and enrollment certificate	
	When re-issuing an insurance card (Application should be made by the head of a household)	ID of the head of a household (If someone other than the head of a household applies for re-issuance, he/she needs to bring a letter of proxy, as well as both applicant's and proxy's IDs.)	

Q. What happens if I injure myself while I am working?

A. The cost of treatment for work-related injuries and illnesses can be covered by workers' compensation insurance, not medical insurance. You should be entitled to receive the compensation if you work for a company, etc.

Q. What do I need to do when I move out of Tsukuba City or return to my home country?

A. When you move out of Tsukuba City or return to your home country, please return your National Health Insurance card to the City Hall. When you return it, there may be cases where you are required to pay for the rest of the insurance tax or you are entitled to a refund. If you leave Tsukuba City without paying your residence tax or National Health Insurance tax, there may be cases where there is an increase in the amount of tax you have to pay, or being charged with penalty when you try to renew your visa or re-enter Japan.

### Public Pension System

There are two types of public pensions. In principle, all persons residing in Japan are obliged to enroll in a pension system.

Name of Pension	Description
National Pension	All persons between the ages of 20 and 60 residing in Japan
Welfare Pension	All persons working for companies covered by Welfare Pension Insurance.

For National Pension, inquire at Medical Welfare and Pension Division

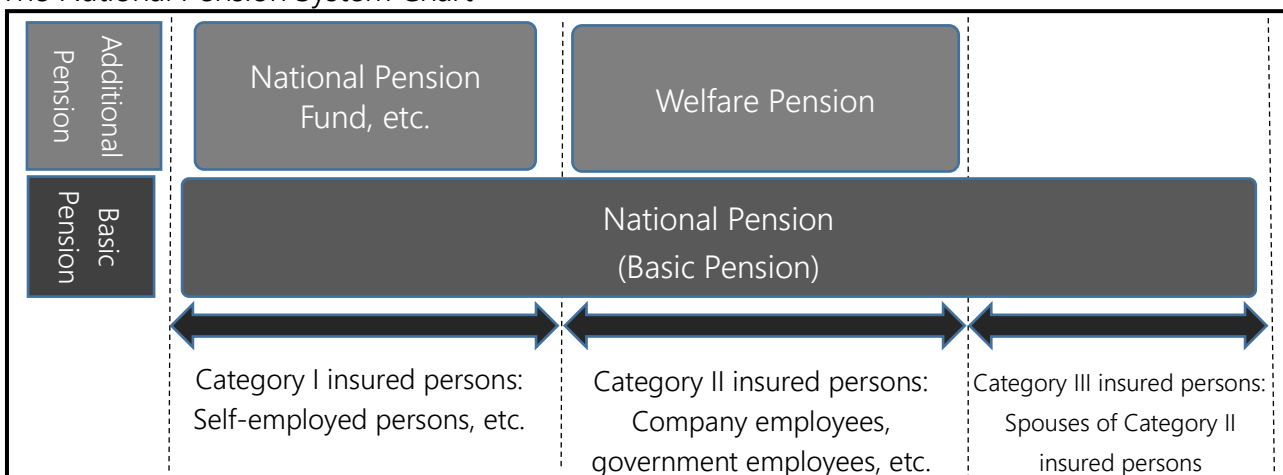
All persons between the ages of 20 and 60 who reside in Japan are required to enroll in the pension scheme, which provide "basic pension" for old-age, disability and death. The National Pension System has 3 categories and the payment method will be different for each category.

1. Category I is for self-employed persons, farmers, students, persons working on part-time basis, unemployed persons, etc.
2. Category II is for persons who are enrolled in the Welfare Pension Insurance or mutual aid association.
3. Category III is for spouses between the age of 20 and 60 who are dependents of Category II insured persons.

For Welfare Pension, inquire at Tsuchiura Pension Office (029-825-1170)

Category II insured persons are entitled to receive the Basic Pension of the National Pension in addition to the Welfare Pension.

The National Pension System Chart



For Special Payment System for Students, inquire at Medical Welfare and Pension Division

Students whose income for the previous year is below a certain level can postpone the payment by application

and approval from the Japan Pension Service. Once approved, the students can postpone the payment from April to the following March. In principle, students can apply for postponement of payment up to previous 2 years and 1 month from the application date.

Where to apply: Medical Welfare and Pension Division

What to bring: A copy of both sides of the student ID or a certificate of enrollment

Pension book (If you have just turned 20-year-old and do not have a pension book yet, you do not have to bring it.)

### For Exemption and Postponement of Payment

Inquire at Medical Welfare and Pension Division Exemption

Exemption of Payment:

If you, your spouse, or the head of the household have income below a certain level in the previous year and have difficulty in making payment, the payment can be partially (three-quarters, one-half or one-quarters) or fully exempted by application and approved from the Japan Pension Service. Once approved, the payment will be exempted from July to the following June. In principle, you can request exemption up to previous 2 years and 1 month from the application date.

Postponement of Payment:

If you are under 50-year-old and your income or your spouse's income is lower than a certain level, you can postpone your contribution payments. To postpone your payment, your application needs to be approved by the Japan Pension Service.

Once approved, the payment from July to the following June will be postponed. In principle, you can request postponement up to the previous 2 years and 1 month from the application date.

N.B. Students cannot request the postponement or exemption. If you are a student, please apply for "Special Payment System for Students".

Where to apply: Medical Welfare and Pension Division

What to bring: Pension book (If you have just turned 20-year-old and do not have a pension book yet, you do not have to bring it.)

For Lump-sum Withdrawal Payments, inquire at Japan Pension Service (Service for non-Japanese residents) 3-5-24 Takaido-Nishi Suginami-ku, Tokyo (Phone: 0570-05-1165 / Calling from overseas: 81-3-6700-1165)

If you are not Japanese and were covered by the National Pension or the Welfare (Employees) Pension Insurance scheme for short time period, you are entitled to receive the Lump-sum Withdrawal Payments after you leave Japan. Please file the application within 2 years after you leave Japan. The amount will be calculated based on how long you are enrolled in the Pension scheme. Please bear in mind that once you receive the payment, you will have to start all over if you come back to Japan and enroll the Pension System again.

Please refer to the official website of the Japan Pension Service for details:



<https://www.nenkin.go.jp/international/index.html>

## For Taxes in Japan Inquire at Municipal Tax Division

Regarding the tax system in Japan, there is national tax which you pay the national government and local tax which you pay your local municipality. There are also direct taxes which you pay directly to the government and indirect taxes which are included in the price of goods you purchase. Please see the summary chart below for details.

		Taxes that you pay directly to the government (direct taxes)	Taxes that are included in the price of goods you purchase (indirect taxes)
Where to make payment	National Tax (Tax Office)	Income Tax: Tax levied on your salary (Normally the tax will be deducted from your salary.) Corporation Income Tax: Tax levied on companies and their owners (Companies/Owners make the payment.) Inheritance Tax: Tax levied on inheritance. Gift Tax: Tax levied on monetary gifts.	Consumer Tax: Tax levied when you purchase products. Tobacco Tax: Tax levied when you purchase tobacco. Alcohol Tax: Tax levied when you purchase alcohol.
	Local Tax (Local Tax Office)	Auto Tax: Tax levied on cars over 660cc. Real Estate Acquisition Tax: Tax levied when you purchase land and/or property. Prefectural Tax: Residence Tax	Local Consumption Tax  Tobacco Tax of a Prefecture/City
	Local Tax (City Hall)	City Residence Tax: Residence Tax (The taxes are deducted from your salary or you make the payment.) National Health Insurance Tax Light Vehicle Tax: Tax levied on motor bikes and light vehicle cars. Property Tax: Tax levied on housing and land.	

For the Payment of Taxes, inquire at Tax Collection Division

You can pay taxes at the City Hall or a financial institution using payment slips. You can also pay taxes by the following payment method.

1. At convenience stores: Taxes which you can pay at convenience stores using payment slips are National Health Insurance Tax, Residence Tax, Light Vehicle Tax and Property Tax. You cannot make overdue payment or pay the amount exceeding 300,000 JPY at convenience stores.
2. By account transfer: Direct debit payment is available. Please request at the bank or post office where you have an account.
3. By credit card: Please inquire at Tax Collection Division.

For Certificates Related to Tax, inquire at Municipal Tax Division, Property Tax Division and Tax Collection Division

### 1. Request at the City Hall

-What to bring: Fee and your ID (Regarding ID, you only need one form of ID if it is your "My Number" card, driver's license, residence card, etc., and two forms of ID if they are health insurance card, nursing care insurance card, pension book, student ID, company ID, etc.)

In principle, application by proxy requires you to provide a proxy letter, but depending on the type of a certificate, you may not be asked to do so, so please inquire for details. Your proxy needs to bring his/her official ID with photo as well along with your ID.

-Where to apply: Please see the following table about where to apply for tax related certificates. Except specific certificates, Citizen Services Division and branch offices of Tsukuba City Hall are able to issue the certificates.

### 2. Application by Post

If you cannot come to the City Hall in person, because you already moved out of Tsukuba City or other reasons, you can request a copy of the certificate by post.

-What you need for postal application:

i. Application form (Downloadable from the City's official website. If you are not using the official form, please make sure to include the following information: Name and year of the certificate you need, how many copies you need, your address when you lived in Tsukuba City, your current address, your name, date of birth, and phone number. If you are requesting a certificate for property tax, please also indicate whether it is for a house or land, as well as its location, land use, floor space and registration.)

ii. Please refer to the list of fees in the table, purchase "Postal Money Order for Fixed Amount (*Teigaku-kokawase* 定額子為替)" and enclose it in the envelope. You can purchase Postal Money Order for Fixed Amount at the post office or post bank. Please note that you cannot send cash, postal stamp or revenue stamp.

iii. Return envelope: On the envelope, please fill in your name, postal code, home address (your current address) and put a postal stamp.

To request a certificate of tax payment for light vehicle that is required for the car inspection (*shaken* 車検), please enclose a copy of car inspection certificate (*shaken-sho* 車検証) as well.

-Please send the above to: Municipal Tax Division / Tax Collection Division / Property Tax Division, 1-1-1 Kenkyu-Gakuen Tsukuba, 305-8555

### 3. Issuing Tax Certificates at Convenience Stores

If you have your "My Number" card, you can have a certificate of Municipal Tax issued at convenience stores.



List of Tax-related Certificates: Inquire at Municipal Tax Division, Property Tax Division and Tax Collection Division for details.

Name of Certificate		Content of Certificate	Fee	Division	Where to apply
Municipal Tax	Tax/Tax Exemption Certificate ( <i>Kazei/Hikazei Shomei-sho</i> 課税・非課税証明書)	Income type, income amount and income deduction, taxable amount and/or not being taxable	200 JPY	Municipal Tax Division	
	Income Certificate ( <i>Shotoku Shomei-sho</i> 所得証明書)	Income type and amount	200 JPY		
Certificate of Tax Payment for Light Motor Vehicle ( <i>Kei Jidosha-zei Nozei Shomei-sho</i> 軽自動車税納税証明書) for car inspection		Vehicle number (indicated on a license plate), chassis number and date of tax payment	Free	Municipal Tax Division/Tax Collection Division	Municipal Tax Division Property Tax Division
Certificate of Office Location ( <i>Jigyosho Shozai Shomei-sho</i> 事業所所在証明書)		Name and location of an office and name of a representative (This will be issued only for corporations which pay corporation citizen tax.)	200 JPY	Municipal Tax Division	Tax Collection Division
Property Tax ( <i>Kotei Shisan-zei</i> 固定資産税)	Evaluation Certificate ( <i>Hyoka Shomei-sho</i> 評価証明書), Public Evaluation Certificate ( <i>Koka Shomei-sho</i> 公課証明), Present Condition Certificate ( <i>Genkyo Shomei-sho</i> 現況証明), etc.	<u>Land</u> Home address and name of the land owner, and location, lot number, category, acreage, price and tax base amount of the land. <u>Housing</u> Home address and name of the home owner, and location, housing number, type, structure, floor area, building age, price and tax base amount of the housing.	200 JPY per copy	Property Tax Division	Branch Offices (You cannot obtain property-related certificate and proof of payment at branch offices.)
	Certificate of Registered Matters on Fixed Asset Tax Ledger ( <i>Kotei Shisan Kazei Daicho Kisai-jiko Shomei-</i>				

<i>sho</i> 固定資産課税 台帳記載事項証明)	Public Evaluation Certificate ( <i>Kuka Shomei-sho</i> 公課 証明) for filing an auction				
Residential Housing ( <i>Jyutaku-yo Kaoku</i> 住宅用家屋)		Applicable article (Article 41 and 42-1 of Order for Enforcement of the Act on Special Measures Concerning Taxation), date of construction, home address and name of an applicant, as well as the location, structure and floor space of the housing	1,200 JPY		
Tax Payment Certificate ( <i>Nozei Shomei-sho</i> 納税 証明書)		Amount of tax, amount of assessment, type of tax and the year of taxation	200 JPY per copy	Tax Collection Division	
Proof of Payment ( <i>Shomei Negai</i> 証明願)		Proof to show that there is no unpaid tax: <u>The year of taxation,</u> <u>assessment amount and amount of</u> <u>payment will not be indicated.</u>	200 JPY per copy	Tax Collection Division	

## Taxation System

### -Year-end Tax Adjustments (*Nenmatsu Chosei* 年末調整)

Withholding income tax is deducted from your salary which your company then pays to the government as income tax. However, income tax should be calculated by multiplying the tax rate after deducting expenses. In Japan, companies often do the calculation on behalf of their employees which is called "year-end tax adjustment". For this purpose, companies collect information from their employees at the end of the year such as "proof for life insurance payment" and "dependents".

In the year-end adjustment, the actual tax amount is calculated by deducting various expenses, etc. as mentioned above. If the amount of the withholding income tax exceeded the actual tax amount, you will be reimbursed the balance. If withholding income tax is not deducted from your salary, you will have to pay the amount based on the calculation.

### -Filing a Tax Return (*Kakutei Shinkoku* 確定申告)

You must file your tax return if your company does not make a year-end adjustment indicated above, if you are self-employed, if you receive salaries from more than one company, or if you have purchased a property. If you are not sure about how to file your tax return, please inquire at a Tax Office near you or the Tax Division of Tsukuba City Hall. (You need to file your tax return between February 16 to March 15.)

Even if you do not have any income for the year, you need to declare that you have no income. (You also need to declare if you are receiving a tax-exempt scholarship.)

-Income Tax (*Shotoku-zei* 所得税) (National Tax)

Income tax is imposed on personal income (after expenses deducted) such as salary from a company.

-National Health Insurance Tax (*Kokumin Kenko Hoken-zei* 国民健康保険税: The annual amount will be divided into 9 payments starting from July every year.)

If you are registered as a resident of Tsukuba City, you have to enroll in the National Health Insurance of Tsukuba City (unless you are enrolled in other health insurance program such as Employees' Health Insurance at your work place). The amount of the National Health Insurance Tax will be calculated based on the previous year's income of the whole household.

-Municipal Tax (*Shimin-zei/Kenmin-zei* 市民税・県民税: Also called "City and Prefecture Residence Tax" and the annual amount will be divided into 4 payments starting from June every year.)

Municipal Tax should be paid to the municipality where you are registered as a resident as of January 1. The tax is levied based on your previous year's income. Some companies deduct the tax from your salary (called "Special Collection"), but if that is not the case, you have to pay at a post office, bank, convenience store or the City Hall using a payment slip that will be delivered to your home (called "Regular Collection").

-Light Motor Vehicle Tax (*Kei-Jidosha-zei* 軽自動車税) (May every year)

If you own a motor bike or light motor vehicle (*Kei-Jidosha*) as of April 1, you have to pay the tax. If you own a vehicle over 660cc, you have to pay an Auto Tax. If you are given a car or a motor bike from someone and do not complete the procedure to change its owners, then the person who gave you the car or moto bike will be charged the tax. You will also need to complete the procedure when you get rid of your vehicle.

-Property Tax (*Kotei Shisan-zei* 固定資産税: The annual amount will be divided into 4 payments starting from April every year.)

If you own land or properties as of January in the City, you have to pay the tax.

Please see the multilingual website of Tsukuba City's International Exchange Office for the date of payment.

## Important Points to Note Regarding Taxation

1. When you leave a company:  
If you have unpaid municipal tax for previous year, you need to either have your company deduct the remaining amount from your last salary or pay the remaining amount yourself to the City Hall.
2. When you leave Japan:  
There may be some remaining Municipal Tax (Residence Tax), National Health Insurance Tax, etc. that need to be paid, so please pay them all before you leave Japan.
3. What happens if you do not pay your taxes?  
You must pay taxes on time. For a delinquent payment, a collection letter will be sent. When the tax payment is overdue, there will be a delinquent charge which is calculated based on the number of days delayed. If you do not respond to the letter, there may be cases where the unpaid taxes are deducted from your savings or salaries, or your property such as a car is seized. Please contact the City Hall before this happens.
4. Exemption for dependents, etc., for relatives living outside Japan  
In order to reduce the amount of withholding tax, you need to fill in and submit "Application for (change in) Exemption for Dependents of Employment Income Earner" which is provided from your company every year.

The requirements for dependents are as follows.

As of December 31, i) The dependent is a relative of a person who receives a salary\*, ii) The dependent shares the same livelihood with the person receiving a salary\*\*, and iii) The dependent's annual income is under 480,000 JPY for dependents living outside Japan\*\*\* (under of 1,030,000 JPY for dependents living in Japan).

Notes:

\*Relatives include your spouse, children, grandchildren, brothers and sisters, as well as your spouse's parents, grandparents, brothers and sisters. Dependents under 16-year-old are not eligible for the dependency exemption under the income tax, but may be eligible for the exemption or deduction under the municipal tax.

\*\*Even if you do not live with your dependent, you can meet the requirements by proving in writing that you send living expenses to your relative living (or studying) outside Japan. If you are remitting living expenses to your relative living outside Japan and wish to apply for the exemption for dependents, you need to provide the following documents:

"Documents Concerning Relatives" – An original document from your country that proves the relationship with your relatives.

"Documents Concerning Remittance" – A document issued by a financial institution that indicates overseas remittance.

If you are sending money to more than one relative, etc., you have to send the money individually so that you can obtain remittance statement for each relative.

\*\*\* Income under 480,000JPY of relatives living outside Japan will not be included.

Delinquent payment for Municipal Tax (City Tax), etc., may result in cases where you are not able to receive welfare services or subsidies from the City.

# Health and Welfare

## Welfare for Senior Residents

-For Nursing Insurance (*Kaigo Hoken* 介護保険), inquire at Nursing Care Insurance Division

Nursing Insurance is an insurance system which allows persons over 65-year-old to access nursing care services with less financial burden (depending on the illness, persons aged between 40 and 64 are eligible). Persons over 65-year-old are required to pay an individual premium for nursing insurance (persons aged between 40 and 64 are required to pay an individual premium for nursing insurance, in addition to medical insurance). If you wish to use the nursing services, you need to file an application, and after being certified the level of nursing care you need, your nursing care plan will be established, and you can use services such as day-care services, assistance services at home, wheelchair rental, renovating a house and nursing care facilities for 10% to 30% of the whole fee.

Persons who are entitled to use the nursing services are those who paid the Nursing Care Insurance Premiums. If persons who have not paid the premium wish to use the services, their own expense will be higher.

-For Medical Care for Persons over 70-year-old (Excluding persons insured under the medical insurance system for the elderly aged 75 or over), inquire at National Health Insurance Division

From April 2008, to make it more convenient for persons aged between 70 and 74 who are enrolled in the National Health Insurance, the insurance card is integrated with the elderly benefit card. From the following month after you turn 70-year-old (or the month of the birthday for persons who were born on the first day of a month), medical costs for persons who are enrolled in the National Health Insurance will be reduced from 30% to 20%. However, depending on the income, it may remain 30%. Please inquire for details.

-For Medical Insurance System for the Elderly Aged 75 and Over (*Koki Korei-sha Iryo Seido* 後期高齢者医療制度), inquire at Medical Welfare Pension Division

Persons who turn 75-year-old will leave the insurance system that they are enrolled and will be enrolled in the Medical Insurance System for the Elderly Aged 75 and Over. Persons aged between 65 and 74 with a certain level of disability can be enrolled in the system by request. With a Certificate of Insured Person at a medical institution, the medical fee will be charged either 10% or 30% of the full medical cost. The percentage will be determined according to the income amount.

For the Medical Insurance System for the Elderly Aged 75 and Over, all insured persons pay premiums that are calculated on individual basis. Please contact the Division for details.

## Community Welfare

For Livelihood Protection (*Seikatuhogo* 生活保護), inquire at Social Welfare Division

When a person is unable to work due to illness or injury, when a person becomes old and his/her income decreases or when it is difficult for a person to make a living on him/her own effort, Livelihood Protection provides living expenses and medical care fees to ensure a minimum standard of living.

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For Self-reliance System for Needy Persons (*Seikatsu Konkyu-sha Jiritsu Shien Seido* 生活困窮者自立支援制度), inquire at Social Welfare Division

-Support project for self-reliance

Persons in need can talk about their situation so that appropriate support will be provided for them to help them start to make a living on their own.

-Scheme to secure housing

For persons who lost (or have a risk of losing) their housing due to losing a job, etc., the scheme provides an amount equivalent to rent for a certain period of time, as well as supporting to find a job. There are certain requirements relating to assets and income.

## Council of Social Welfare

### Loan Schemes

-Ibaraki Prefectural Welfare Fund Loan Scheme

The scheme provides low-interest or zero-interest loans to low-income households and households with elderly or disabled members that meet certain requirements. Please inquire for details and application.

-Emergency Small Loan Scheme

The scheme provides small loans to households in financial.

-Support for food and other items for needy persons

The scheme provides food and other items for persons who are in need.

# Daily Living

## Rules for Daily Life

1. Please be considerate to other residents.
2. Please separate the garbage appropriately and dispose of it on a designated day and time at a designated place.
3. Please park your bicycle and car in appropriate places.
4. Please cooperate with your neighbors and keep common areas of housing complex and apartment clean.
5. Please be careful not to make noise, especially in apartments and housing complex. For example, do not:
  - Talk loudly.
  - Listen to the music and/or watch TV at full volume.
  - Disturb other residence by running around the house.
  - Hold parties and make loud noise.
  - Play instruments, use washing machines and vacuum cleaners and take a shower early in the morning and/or late in the evening.

## Housing

Normally, you will visit a real estate agent in the area where you wish to live in. When you sign a lease for an apartment or house, you will need to pay a security deposit, key money, and real estate agent's commission fee in addition to the monthly rent. The security deposit should be returned to you when you terminate the lease, but often the cost of repairs to the apartment/house such as repairing the floor or replacing wallpaper is deducted from the deposit and the remaining amount will be returned to you. Rent should be always paid in advance and is due at the end of the previous month. It is recommended that you visit a real estate with someone who understands Japanese, because you will need to go through various procedures when signing a lease. Please note that one month's notice is required to the landlord or real estate agency when you terminate the lease.

## For Municipal Housings

 Inquire at Housing Policy Division

Municipal housing (there are city-owned and prefecture-owned housings) is built by the City or Prefecture Government and is for low-income persons/households who need affordable housing. Applications for municipal housing are accepted four times a year (April, July, October and January) and are generally accepted the first 2 weeks of these months. The availability of rooms will be announced at the same time. If applicants exceed the number of available rooms, a lottery will be held. It takes about 3 months from the time of the application to the actual moving in. There are income limits and other requirements to live in municipal housing.

## Electricity, gas and water

To start using electricity, contact an electric power company

In Ibaraki Prefecture, electricity is supplied at 100 volts/50 cycle current. Please bear in mind that electrical appliances of different electrical frequencies may not work properly or break down. Electrical appliances labeled with "50/60Hz" can be used anywhere in the Prefecture.

To start using electricity at home, you need to follow certain procedures: Fill in your name and date of moving-in, etc. on the postcard provided in your room or by the real estate agency and post it.

To start using gas, contact a gas company

There are 2 types of gas used in the home depending on the area: One is supplied through pipes (city gas) and the other is delivered in propane gas cylinders.

You need to follow certain procedures to start using gas at home. When you are moving in, please call the gas company in your area. An employee from the company will come to your place so that you can start using gas. When you are moving out, please call the gas company in advance, give them your customer number which should be indicated on your gas bill, and make an appointment for them to visit you to stop gas.

To start using water, contact Water Supply Customer Center ☎029-851-2811

You need to follow certain procedures to start using water at home. Please contact the Customer Center a week prior to the moving-in date or cancellation.

-Please contact the Customer Center and complete the procedure when you start using the water service (submit the application for starting water service), when you stop using the service (submit the notification for stopping the services), and when you change billing name and address (submit the notification for change). Please also call the Customer Center if you are going away from home for a few months or longer.

-How to contact the Customer Center:

- Call the above phone number (8:30am–5:15pm): The Customer Center is closed on national holidays (excluding Saturdays and Sundays) and from December 29 to January 3.
- Alternatively, you can visit Tsukuba City's official website and fill in the form.

-Payment method:

Tsukuba City charges water and sewage fees once in 2 months in order to reduce expenses. Please make payment using payments slips at banks or convenience stores by due date. It is also possible to pay by bank account transfer. Please note that if you fail to pay your bill on time, the water service will be stopped.

-Water bill:

Consumption tax will be included in the water bill. Regarding the bill, a metered amount based on the actual amount of water you use will be added to the base rate.

-Request regarding checking water and sewage meters

A meter reader employee checks your water meter once every 2 months. Please cooperate in the following matters:

- Keep your dog away from the water meter.
- Do not put anything on top of the water meter and also, get rid of sand/soil on it.
- Clean inside the water meter from time to time.



- Reduction of water fees for households on livelihood protection: For households receiving livelihood protection, child-rearing allowances, etc., as well as households with disabled persons which meet certain requirements, there is a scheme to reduce or wave water bills. Please inquire for details.
- Sewage bills: When you start using the sewage system, you will be charged with sewage bills. In principle, the sewage bills will be calculated based on the amount of water used. The payment method is the same as the water supply.
- When you start using the sewage system:
  - Please do not flush anything that does not dissolve in water such as diapers, cigarettes, chewing gums in the toilet.
  - Please do not throw away cooking oil, food scraps and waste in the kitchen sink.
  - And to install a food waste disposer to your kitchen sink, please contact the Sewage Management Division of Tsukuba City Hall.

### **How to Dispose of Garbage** Inquire at Environmental Policy Division for details.

#### Household Garbage

Household garbage needs to be sorted to be collected. Please take a look at the garbage collection calendar, sort and dispose of garbage on the designated day at the designated place by 8:00am.

#### Garbage Collection Calendar

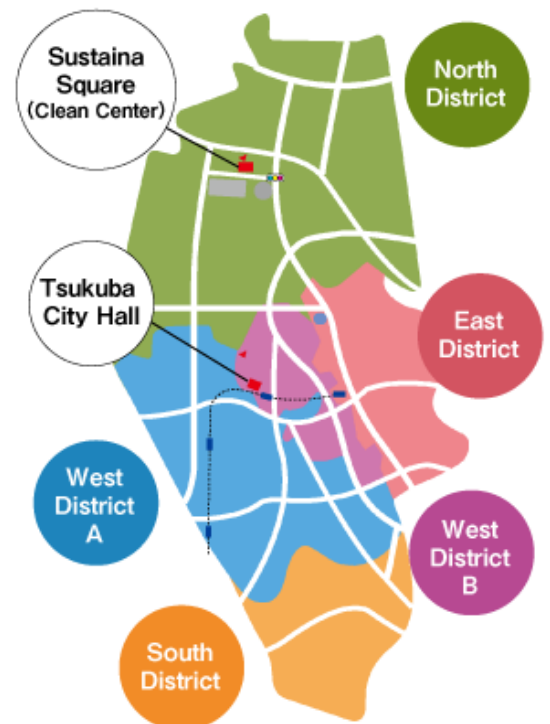
Garbage is classified into 9 categories in the City and collected at each garbage collection point. For how to sort and put out garbage and when, please refer to the garbage collection calendar. It should be delivered to your post box, but you can also pick it up at the City Hall and its branch offices, as well as community centers. Each district has different garbage collection schedule, so please see the calendar of your district.

#### Designated Garbage Bag

##### Tsukuba City has designated garbage bags for combustible

garbage. Please use a designated bag to dispose of combustible garbage. The bags are available at supermarkets and convenience stores and they come in 5 sizes which are 10-liter, 20-liter, 30-liter, 40-liter and 45-liter.

To dispose of other garbage, please use transparent or semi-transparent bags (up to 40-liter).



## "threeR", the Garbage Separation Guide App

This is a smartphone app which indicates how to sort out and when to throw away garbage.



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## Recycling Waste Cooking Oil

Used cooking oil and unused cooking oil which has passed its expiration date are collected, converted to biodiesel fuel and used for City's official vehicles as alternative fuel.

-How to dispose of household cooking oil: Please put the used cooking oil in a plastic bottle and put the bottle in the recycle box at the City Hall, community centers, supermarkets, etc. (For unused cooking oil, you can leave as is in its container.) Please note that you cannot dispose of oil from restaurants or animal fat.

For Oversized Garbage, inquire at Oversized Garbage Collection Center of Environmental Management Division or "Sustaina-Square" Cleaning and Recycling Administration Division

To dispose of oversized garbage, you need to book a pick-up service. Before booking the service, please go through the following procedures:

1. Please measure the garbage.

Items that are longer than 50cm on their longest side are considered as oversized garbage. Please note that items that are longer than 2m or weighs more than 70kg cannot be collected.

Disposal Fees (The fee is determined according to the length of the longest side)

Between 50cm and 120cm – 400 JPY

Between 120cm and 180cm – 800 JPY

Between 180cm and 200cm - 1,200 JPY

2. Please book a pick-up service at Oversized Garbage Collection Center.

- Oversized Garbage Collection Center ☎029 (860) 2984 Please book 2 days in advance at the latest.

Opening hours: 8 : 30am to 5:15 pm (closed Saturdays and Sundays, as well as around the year-end and new year holidays)

- Book online: Please book 5 days in advance at the latest

Go to the City's official website and click online booking center for "Tsukuba City Oversized Garbage Collection Center" (available in Japanese only).

3. Please purchase a ticket for oversized garbage disposal at service counters of supermarkets in the City and put it on the side of the garbage which is easy to see.

4. On the collection day for oversized garbage in your district, put the garbage where it is easy to see. Please do not put it somewhere in the way of pedestrians, cyclists and car drivers.
5. You can bring oversized garbage directly to Sustaina Square. In this case, you do not have to book or purchase a ticket.

Disposal Fees: 130 JPY per 10kg

- “Sustaina-Square” Cleaning and Recycling Administration Division ☎029 (867) 1379

Opening hours – Weekdays 8 : 30am - 4 : 30pm / Saturdays 8 : 30am – 11:30pm

National holidays 8 : 30am - 12 : 00pm and 1 : 00pm - 4 : 30pm

Saturdays that fall on national holidays: 8 : 30am - 11 : 30am

For Garbage that Cannot be Collected by the City, inquire at Environmental Management Division or “Sustaina-Square” Cleaning and Recycling Administration Division ☎ 029 (867) 1379

To dispose of the following items, please ask shops where you purchased or waste management companies: Agricultural machinery and materials, motorbikes over 125cc, tires, car batteries, oil, gas cylinders, fire extinguishers, dead animals, bricks, concrete, stones, sand, ashes, chemicals, paints, medical waste, industrial waste, construction waste (including waste from renovating a house), car parts, tiles, wallpaper, sink (made out of ceramic), fireproof safe, etc. To dispose a motor bike, please call “Recycle System for Motor Bikes” ☎050 (3000) 0727.

-Electrical Appliances Subject to the Home Appliance Recycling Law: Air-conditioners, TVs, refrigerators, washing machines and dryers for clothes cannot be collected by the City.

To dispose of the electrical appliances mentioned above, please ask the shop you purchased to pick it up.

If you cannot find a shop that would pick it up, please inquire Environmental Management Division.

-Computers: Computers and displays are not collected by the City. Please dispose of a computer/display as below:

- 1 . Pick-up service by courier

Please book a pick-up with the affiliated company of Tsukuba City, Renet Japan Recycle

(<https://www.renet.jp>) . Please note that you can book online only and you cannot dispose of computers that are used for businesses.

- 2 . Pick-up service by manufacturers

Please ask the manufacturer or shop that sold the computer.

If you have a hand-made computer or if you do not know the manufacturer of your computer, please inquire at “PC3R Promotion Association”. ☎03 (5282) 7685

### Preventing Illegal Dumping

Illegal dumping is a malicious criminal act that can damage living environment and cause environmental pollution. Under the Waste Disposal and Public Cleansing Law, an offending person can be imprisoned for a maximum of 5 years and/or fined maximum of 10 million JPY (30 million JPY for corporations).

-Request from the City:

- If you see any illegal dumping or suspicious activity, please inform your municipality (City or Prefectural government) or police.

- When renting out a land to a third party, please pay attention so that it will not be used for illegal dumping. The owner of the land will have to bear the responsibility of the damage.

### Prohibiting Outdoor Waste Incineration

Under the Waste Disposal and Public Cleansing Law, it is prohibited to incinerate waste outdoors. There are exceptions to this prohibition such as burning something outside for cultural or religious reasons, incineration that is required for farming, forestry and fishing, bonfires of fallen leaves and other minor reasons. However, please do not incinerate garbage outdoors because it may cause large amount of smoke and odor that may affect nearby residents and their living environment.

### For Environmental Cleanup Activities, inquire at Environmental Conservation Division

Cleaning supplies and other support are provided for volunteers who clean up streets, parks and squares in Tsukuba City. Please apply for the support at least 10 days prior to the volunteer activity date.

Details of the support:

-Cleaning supplies that are provided: Garbage bags, work gloves, tongs, etc. Please note that there are limited number of these tools.

-Cleaning supplies that need to be returned: Banners, etc.

The supplies will be provided on first-come-first-serve basis. Please note that participants of cleaning activities will be covered by volunteer activity insurance.

## **Pet**

When you have a dog and have questions regarding the following, inquire at Ibaraki Prefecture Animal Protection Center, Environmental Conservation Division - Phone: 0296-72-1200

Dogs older than 91 days must be registered at the Division and vaccinated against rabies once a year, so please be sure to have your dog registered and vaccinated. Rabies vaccination is available at veterinary clinics. Also, mass dog rabies vaccination is held at various places within the City every spring. Please inquire about subsidies for contraceptive castration surgery.

### Keep good manners when you have a pet

1. When keeping your dog outdoors, please train the dog so that they do not harm other people and cause trouble in the neighborhood.
2. Please pick up your dog's waste.
3. Please walk your dog on a leash.

-If you no longer cannot keep your dog and/or cat: The rule is that you keep your dog and cat for life. Never abandon your dog and/or cat. If, due to unavoidable circumstances, you are unable to keep your dog and/or cat, please contact Ibaraki Prefectural Animal Protection Center.

-If your dog/cat goes missing: If your dog and/or cat goes missing, or if you take a stray dog/cat home, please contact Ibaraki Prefectural Animal Protection Center and Environmental Conservation Division.

-The Rabies Prevention Law requires that all pet dogs have a dog tag and a rabies vaccination certificate attached to their collars. Please be sure to attach the tags to your dog's collar. If the dog goes missing, it makes it easier to find the owner as well.

-Please attach a tag to your cat which indicates the owner's information.

## Tsukuba Memorial Hall

Phone: 029-879-0330

Address: 1766 Tamatori, Tsukuba

The Memorial Hall is a funeral complex which offers various services ranging from organizing a Buddhist wake to cremation, funeral, memorial service and rite.

Application and procedure:

You can apply for cremation at the same time as registering a death at the counter of Citizens Services Division or branch offices. You can also apply for cremation to a registered funeral home. If you are using services provided by a registered funeral home, you can apply any time (24 hours a day) to use Tsukuba Memorial Hall (It is possible to organize "*Shonanoka*", a Buddhist service held on the sixth day after death on the same day as a wake, funeral and cremation).

Cremation schedule:

10 : 00, 11 : 00, 12 : 00, 13 : 00, 14 : 00  
and 15 : 00 (Up to 2 cremations per hour  
and up to 12 cremations per day)

### Fees

Facility	Unit	Fee (yen)	
		Tsukuba residents	Non-Tsukuba residents
Cremation	The body of a person over the age of 13	5,000	50,000
	The body of a person under the age of 13	3,000	25,000
	Cremation of a casket	3,000	25,000
	The body of a stillborn baby	3,000	25,000
	Per body part	3,000	25,000
Reception room	Per 2-hours	5,200	20,800
Large capacity hall	Per use for a Buddhist wake	47,100	94,200
	Per use for taking a rest after a wake	10,400	20,800
	Per use for a funeral	47,100	94,200
Small capacity hall	Per use for a Buddhist wake	31,400	62,800
	Per use for taking a rest after a wake	10,400	20,800
	Per use for a funeral	31,400	62,800
Morgue	Per 24-hours	5,200	20,800
	Per additional 12-hours	2,600	10,400
Memorial service room	Per 3-hours	5,200	10,400
	Per additional 1-hour	1,750	3,500

## Transportation

### Railways

For details of Tsukuba Express (TX), inquire at Metropolitan Intercity Railway Company (TX Call Center: 9:00am – 7:00pm).

Tsukuba Express is a railway that connects 20 stations from Tsukuba Station to Akihabara Station, covering a distance of 58.3km at a maximum speed of 130 km/h in 45 minutes. There are 4 stations in Tsukuba City which are “Tsukuba”, “Kenkyu-Gakuen”, “Bampaku-Kinen-Koen” and “Midorino”.

Website: <https://www.mir.co.jp/>



### Buses

Kanto Railway

Kanto Railway's bus services are available in various parts of the City. Please visit the website to see the route maps and timetables: [https://www.kantetsu.co.jp/bus/timetable\\_tsukuba.html](https://www.kantetsu.co.jp/bus/timetable_tsukuba.html)

There are shuttle bus services between Tsukuba Station and Mt. Tsukuba. Bus announcements are made in English and Chinese.

### “Tsuku-Bus”, Community Bus Services in Tsukuba City

For details, inquire at Transportation Policy Division.

“Tsuku-Bus” is a community bus service that connects various parts of the City to Tsukuba Express stations. There are 9 bus routes for “Hokubu (North) Shuttle Bus”, “Oda Shuttle Bus”, “Sakuoka Shuttle Bus”, “Yoshinuma Shuttle Bus”, “Kamigo Shuttle Bus”, “Seibu (West) Shuttle Bus”, “Nambu (South) Shuttle Bus”, “Yatabe Shuttle Bus” and “Jiyu-gaoka Shuttle Bus”.

-All shuttle buses, except Oda Shuttle Bus, run on the same schedule both weekdays, weekends and national holidays.

-The shuttle bus services start at around 6am to 10pm.

-Depending on the route and distance, bus fees vary between 200 JPY, 300 JPY and 400 JPY.

-Bus Schedule: Bus schedules are indicated in a “Bus Guide (available in Japanese only)” which is available at the City Hall, its branch offices, community centers and Kanto Railway Office. Please also visit City's official website or scan the QR code to see the bus schedule and bus fare.

-<https://www.city.tsukuba.lg.jp/kurashi/kotsu/bus/1001471.html>

-There is a discount for children.



### “Tsuku-Taku”, ride-share taxi in Tsukuba City

For details, inquire at Transportation Policy Division  
“Tsuku-Taku” is a shared-ride taxi. You can get on the taxi at the taxi stop near you and get off at the taxi stop near the destination. You need to book in advance to use the service.

Please book in advance!

-Service hours: Weekday starts around 9am to 5pm (Not available on Saturdays, Sundays, national holidays and from Dec 29 to Jan 3)

To use the service between 9am and 10am, please book by 5pm of the previous day.

-When and where to book: You can book from 7 days (5 business days) prior to the day you wish to use the service. You are required to book 30 minutes before at the latest.

Tsuku-Taku Booking Center: ☎029-861-1266 (FAX029-861-1020)

8:30am – 5:00pm (excluding Saturdays, Sundays, national holidays and from Dec 29 to Jan 3)

**Bicycle Parking** For details, inquire at Parks / Facilities Division

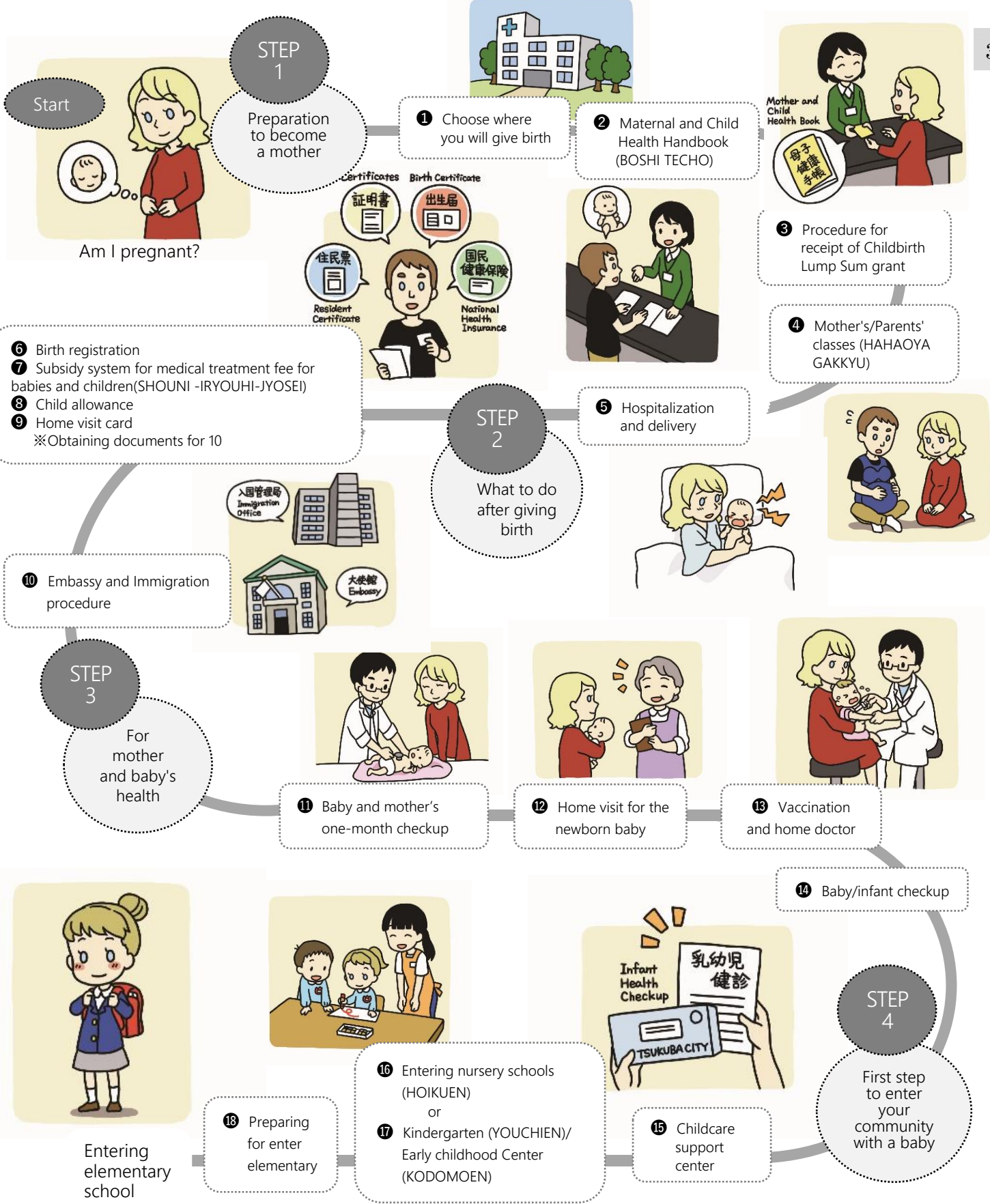
There are parking lots in Tsukuba City for bicycles and motor bikes around the stations along Tsukuba Express. Please park your bicycle/motor bike at the designated parking areas.

Public areas around the Tsukuba Express stations are designated as “no bicycle/motor bike parking zone” by the City’s ordinance. Bicycles and motor bikes that are left in these designated zones will be removed immediately.

Once removed, the City will find the owner based on the bicycle registration and inform the owners to pick it up. The City will keep the bike for 6 months. To pick the bike up, the owner will be charged with removal fee.

# Childcare and Education Parenting Chart

Parenting chart for foreign residents from pregnancy to enrolling to elementary school.





## Maternal and Child Health

For information on maternal and child health, please refer to “Life Plan Sukoyaka” and Tsukuba City’s official website.

“Life Plan Sukoyaka” is a booklet which has information on various classes/learning opportunities about health, vaccinations, health checks, and health check schedules for maternal and child health, as well as adult health. The booklet is available in English and Chinese and you can pick it up at Health Promotion Division of the City Hall, the City Hall’s branch offices, community centers and health centers.

## Childcare

### Tsukuba City Birth Center

In cooperation with Tsukuba University, Tsukuba City has set up an in-hospital maternity center where midwives play a central role in supporting expectant and nursing mothers in a community to give birth and raise their children. Please inquire at the maternity ward of Tsukuba University Hospital for details.

Location: Tsukuba University Hospital (Maternity Ward) 2-1-1 Amakubo Tsukuba ☎029-853-3878

Pregnancy Health Care For details, inquire at Health Promotion Division

Providing Mother and Child Health Handbook:

When you find out that you are pregnant, please notify Health Promotion Division or Health Center of your pregnancy and pick up “Mother and Child Health Handbook (*Boshi Kenko Techo* 母子健康手帳)”. In the Handbook, you can keep record of your pregnancy, giving birth and your baby’s growth and development and also, the Handbook has various information on childcare and child development.

Health checkups for pregnant and nursing mothers:

Partial subsidy is provided for health checkups for pregnant and nursing mothers. Please take a checkup coupon with you to an affiliated clinic in Ibaraki Prefecture when you have a checkup. If you are having a checkup at a clinic outside the Prefecture, please submit “Application for maternity and nursing mothers’ health checkup coupons which can be used outside the Prefecture” 2 weeks prior to the checkup.

“Maternity Salon”:

“Maternity Salon” is a class for women who are pregnant for the first time and their families to learn about pregnancy, giving birth and childcare so that they can prepare better for their baby’s arrival.

Support for Giving Birth For details, inquire at National Health Insurance Division

-Childbirth Lump-Sum Allowance: This is a scheme to provide partial financial support for giving birth.

Who is eligible?	Persons who are enrolled in their company’s insurance or National Health Insurance.
Amount of allowance	420,000 JPY or 404,000 JPY (if you give birth outside of Japan)
Where to apply	A medical facility where you are going to deliver your baby.

-Maternity Allowance: This is a paid parental leave.

Who is eligible?	Persons who are enrolled in their company's insurance. (Dependents are not entitled.)
Amount of allowance	The amount is calculated based on the insured person's salary, so the allowance amount is not the same for everyone. In principle, you will be able to receive the allowance for 98 days.
Where to apply	At your company (You are not entitled to receive the allowance, if you are enrolled in National Health Insurance.)

Regarding Allowances for Supporting Childcare, inquire at Childcare Policy Division

-Childcare Allowance (*Jido Teate* 児童手当): This allowance is for parents/guardians whose children have not completed junior high school.

Who is eligible?	Parent/Guardian who has a child under 15 years old (by March 31 after he/she turns 15 years old) and is living in Japan
Amount of allowance (per month)	15,000 JPY per child under 3 years old 10,000 JPY per child from 3 years old to the age before completing elementary school education (From the third child, 15,000 JPY per child) 10,000 per junior high school child <u>If the income of one of parents/guardians exceeds a certain amount, the household will be regarded as household with excess income, and the amount of the allowance will be 5,000 yen per child.</u>
Payment Schedule	Three times a year (June 10, October 10 and February 10) If a payment date falls on Saturdays, Sundays and national holidays, the payment will be made on a weekday immediately prior to the day.
Application	When to apply: Within 15 days after giving birth or moving to Tsukuba City. If you fail to apply within 15 days, you will not be able to receive the allowance for the first month or more depending on how late you are. What to bring: Passports, residence cards and My Number cards of all household members <u>Please note that you are required to report your latest status in June every year by submitting "Latest Status Report (<i>genkyo todoke</i> 現況届)" provided by the City Hall by post.</u>
Where to apply	Childcare Policy Division

-Child Rearing Allowance (*Jido Fuyo Teate* 児童扶養手当): This allowance is mainly for single parent households.

Who is eligible?	A father, mother or guardian of a single-parent-household who is looking after a child under 18 years old. (The allowance will be paid until March 31 after the child's 18-year-old birthday. If the child has a disability, the allowance will be provided until he/she turns 20-year-old.) N.B. You are not entitled to receive the allowance if you are in a de facto relationship.
Amount of allowance (per month)	The allowance amount is subject to change depending on the salary. N.B. If you become a single parent by divorce, you are required to submit a divorce certificate, your child's birth certificate or other certificate from your country indicating that you are divorced. (You are required to submit the translation of such documents.)
Payment Schedule	Six times a year (May 11, July 11, Sep 11, Nov 11, Jan 11 and Mar 11)

	If a payment date falls on Saturdays, Sundays and national holidays, the payment will be made on a weekday immediately prior to the day.
Where to apply	Childcare Policy Division

### -Child Welfare Benefit for Single-Parent Family (*Hitori Oya Katei-to Jido Fukushi-kin* ひとり親家庭等児童福祉金)

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Who is eligible?	A father, mother, or guardian of a single-parent family who is looking after his/her child (until March 31 after the child turns 15-year-old) on his/her own due to death, divorce or disability of his/her spouse.
Amount of allowance (per month)	2,500 JPY per child 5,000 JPY per child for household entitled to "Child Rearing Allowance"
Payment Schedule	Once a year (end of March)
Where to apply	Childcare Policy Division

### Health Care for Infants and Toddlers

For details, inquire at Health Promotion Division

#### -Providing coupons for health checkups and vaccinations

After giving birth, you will receive coupons for your baby's health checkups and vaccinations via post. With coupons, you are able to take your baby to health checkups when he/she is between 3 and 7 months and when he/she is between 9 months and 12 months at an affiliated clinic in the Prefecture for free of charge. Please inquire if you wish to have checkups outside the Prefecture.

-Health checkup and dental checkup for one and a half-year-old infant: A checkup coupon will be sent to you via post one month before your baby's checkup and you can use the coupon until he/she turns 2-year-old.

-Three-year-old health checkup: A checkup coupon will be sent to you via post one month before the checkup and you can use it until he/she turns 4-year-old. Please refer to the booklet "Life Plan Sukoyaka" for details and schedule of vaccination.

#### -Home Visit Services (*Akachan Homon* 赤ちゃん訪問)

Health nurses, midwives and nurses are available to visit your home and check your baby's development and growth. If you have any concerns about your baby, you can talk to them. If you wish to use the service, please provide the health service registration card inside your Mother and Child Health Handbook to Health Promotion Division or Health Center.

#### -Local Childcare Support Centers For details, inquire at Childcare Policy Division

Local Childcare Support Centers provide spaces for parents to meet and talk to each other about parenting and consult with staff about their children. Lectures and events on parenting will be also held at these centers. Children aged 0 to 6 (before starting elementary school) and their parents can use the centers for free of charge.

Name of Centers	Address	Phone	Open hours (Closed on Sundays, national holidays and between Dec 29 and Jan 3)	
			Open hours	Consultation
Tsukuba City General Childcare Support Center	Ryuseidai 61-1	029(857)9037	Mon. to Sat. 9:00-:00	Mon. to Sat. 8:30-17:00
Katsuragi Club	Nishi-Ohashi 457-2 (Located in Katsuragi Daycare Center)	080(8740)1988	Mon. to Fri. 9:15-15:15	Mon. to Fri. 9:00-16:00
Cherry Club	Ueno 1302 (Located in Sakura Gakuen Daycare Center)	029(863)0054	Mon. to Fri. 9:30-12:00, 13:00-15:30	
Ohisama Club Temporary closed as of February, 2021	Takasaki 643-9 (Located in Minori Kindergarten)	029(830)7455	Mon. to Fri. 9:00-12:00, 13:00-15:00	
Mama Tone Tsudoi no Hiroba	Tateno 604-3	029(838)5080	Mon. to Fri. 9:30-14:30	
Kodomo no Mori Hiroba	Numazaki 3097-1 (Located in Tsukuba Kodomo no Mori Daycare Center)	029(875)4539	Mon. to Fri. 9:00-12:00, 13:00-15:30	
Suginoko Club	Shimo-kawarazaki 4-208 (Located in Shimana Suginoko Daycare Center)	029(847)6185	Mon. to Fri. 9:30-15:30	
Otonari	Midorino 1-28-3 (Located in the Annex of Wakaba Daycare Center)	029(895)2970	Mon. to Fri. 9:00-12:00, 13:00-15:00	
Nanairo Club	Sasagi 961-1 (Located in Niji-iro Daycare Center)	029(893)4602	Mon. to Fri. 9:00-12:00, 13:30-16:00	

-Tsukuba Childcare Support Services For details, inquire at Tsukuba Family Support Center (Inside Tsukuba City Council of Social Welfare) 029 (879) 5504

This is a membership organization for persons who wish to provide childcare support and persons who wish to use the support. Anyone who is resident of the City can be a member, but in principle, you must be either pregnant or have pre-school aged child to use the service. You can be a member any time. The support services include childcare, pickup and drop off services and housework services.

- "Kizuna", Temporary Childcare Support Center ☎070-1457-6062

If it is difficult to look after your child at home for unavoidable reasons such as injury, disaster, accident, giving birth, looking after your parents, funeral, wedding and shopping, "Kizuna" will look after your child temporarily. Please inquire about the application details and fees.

-Children between 1-year-old and pre-school age living in the City who are weaned and do not have problems being looked after by someone other than parents.

-Service hours: From 9am to 5pm, Monday to Wednesday and Friday to Sunday (Excluding the year-end and New Year holidays)

-Address: 1-2-2 Daimachi (Second Floor of Yatabe Senior Citizens Welfare Center)

-Childcare Services for Children Who Are Ill or Have Just Recovered from Illness For details, inquire at Childcare Institution Management Division

-Childcare services for ill children: The daycare centers in the table below take care of preschool-aged children who are ill. The child must live in Tsukuba City and are not yet in the recovery stage from the illness, but unlikely to undergo a sudden change in physical condition for the time being, and whose parents/guardians cannot take care of him/her at home due to work, illness, injury, accident, birth, wedding, funeral, or other reasons. Please inquire at the daycare center for details.

Name of Daycare Center	Address	Phone	Capacity	Service hours
Gakuen Mirai Daycare Center	Shima 307	029-893-2807	4 children	Mon. to Fri. 8 : 00~17 : 30
Tsukuba Swan Daycare Center	Nishi-ōi 1733-34	029-870-3371	3 children	Mon. to Fri. 8 : 00~18 : 00
Sakura Gakuen Daycare Center	Ueno 1302	029-863-0053	4 children	Mon. to Fri. 8 : 00~17 : 30
Tsukuba Smile Daycare Center	Midorino 2-17-1	080-9657-0779	4 children	Mon. to Fri. 8 : 00~17 : 00

### Medical System

-Childcare services for children who have just recovered from illness:

The daycare center below takes care of preschool-aged children living in Tsukuba City who have difficulty in adjusting to group childcare environment because they are in the recovery stage from the illness, and whose parents/guardians cannot take care of them at home due to work, illness, injury, accident, birth, wedding, funeral, or other reasons. Please inquire at the daycare center for details.

Name of Daycare Center	Address	Phone	Capacity	Service hours
Tsukuba Kirari Daycare Center	Omonoi 32-1	029-846-7066	3 children	Mon. to Fri. 8 : 00~17 : 00

-Medical Welfare Benefit Payment System (*Marufuku*) For details, inquire at Medical Welfare and Pension Division

*Marufuku* is a system where a partial subsidy for out-of-pocket medical expenses is provided for the following persons indicated in the table. The subsidy is offered for healthcare services covered by health insurance only. There may be cases where you are not considered eligible because *Marufuku* has income restrictions. If you have just moved to Tsukuba City, you may be required to show your passport for *Marufuku* application.

Expectant and nursing mothers	Medical expenses for obstetrics and gynecology are covered by <i>Marufuku</i> from the time you receive a Maternal and Child Health Handbook to the following month after giving birth.
Children	Medical expenses for children from birth to age 18 (until March 31 after the child's 18-years-old birthday) are covered by <i>Marufuku</i> . (For high school pupils, <i>Marufuku</i> only covers hospitalization cost.)

Single-parent families	Medical expenses for single-parents and their children (under 18-year-old) are covered by <i>Marufuku</i> .
Persons with severe physical or mental disabilities	Medical expenses for persons with grade 1 or 2 Physical Disability Certificate or persons with an IQ score below 35 are covered by <i>Marufuku</i> .
Where to apply	Medical Welfare and Pension Division

What to bring:

1. Health insurance card
2. Personal stamp (*Inkan*)
3. If you have just moved to Tsukuba City, you may be required to bring your passport. Please inquire at the Division for details.
4. If you are a single-parent, please bring a Certificate of Child-rearing Allowance or notice of approval for Child Welfare Benefit.
5. If you are an expectant or nursing mother, please bring your Maternal and Child Health Handbook.
6. If you have a severe physical or mental disability, please bring a Physical Disability Certificate, Disability Pension Certificate or Special Child Rearing Allowance Certificate.
7. Document that clearly indicates your individual number (My Number).
8. Document that clearly indicates your bank account number such as your bank book.
9. Agreement

### Social Welfare System for Persons with Disability

-For Physical Disability Certificate, Rehabilitation Certificate and Mental Disability Certificate, inquire at Disability Services Division

These certificates are required for persons with physical disabilities, mental disabilities or mental illness to use various services.

-For Special Child Rearing Allowance, inquire at Disability Services Division

This allowance is for persons who live in Japan and are taking care of children under 20-year-old with mental or physical disability. You will be required to show the certificate of the disabled person when you apply for the allowance. There may be cases where you are not considered eligible, because there are income restrictions.

-Regarding services for children and adults with physical, intellectual and mental disability, inquire at Disability Services Division

1. Please visit Disability Services Division first.
2. Then go to a medical institution where a doctor will diagnose whether you have a disability and the severity of disability. Based on the diagnosis, the Division will issue a certificate for welfare services.
3. With the certificate, there are support for children with disability to go to centers for disabled children, and for adults with disability to work and/or go to centers for persons with disability, etc.

### Adult Health

Health Checkup

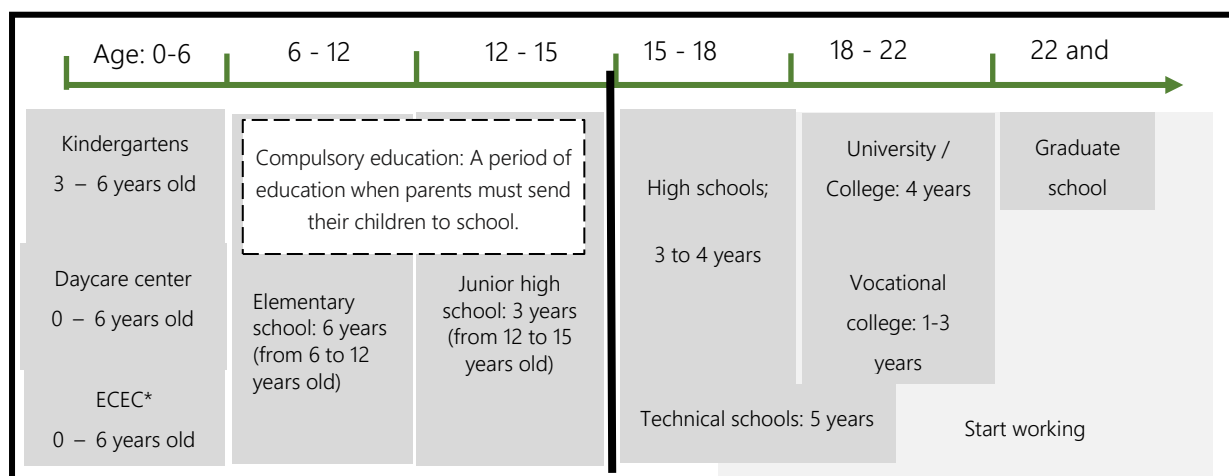
Take health checkup and understand your health status to start a healthy lifestyle.

Tsukuba City holds various health checks regularly. Please refer to a booklet “Life Plan Sukoyaka” or City’s official website for details.

## Education

For Education and Childcare Systems, inquire at School Affairs Division

Under School Education Law in Japan, the first 9 years of general education (6 years of primary and 3 years of lower secondary education) are compulsory. The law does not apply to non-Japanese nationals. Please inquire School Affairs Division at Education Bureau if you live in Tsukuba City and wish to send your child to a Japanese school.



\*ECEC: Certified Centers for Early Childhood Education and Care

-For preschool education and childcare, inquire at Child Institution Management Division

Childcare facility	Feature	Child’s age	Where to apply
Kindergarten ( <i>Yochien</i> 幼稚園)	Kindergartens provide early childhood education where parents/guardians can send their child regardless of working or not.	From 3 to 5 years old (Until your child turns 6 years old)	At a preferred kindergarten
Daycare Center ( <i>Hoikuen</i> 保育園)	Daycare centers provide childcare services for parents/guardians who cannot look after their child at home.	From 0 to 5 years old (Until your child turns 6 years old)	Childcare Institutions Management Division at Tsukuba City Hall
ECEC ( <i>Nintei Kodomo-en</i> 認定こども園)	ECECs are facilities which has both functions as kindergartens and daycare centers.	From 0 to 5 years old (Until your child turns 6 years old)	-For kindergarten function, apply at an ECEC. -For daycare center functions, apply at Childcare Institutions Management Division in Tsukuba City Hall.

-Depending on the childcare facilities, they accept children of different ages.

-If you wish to send your child to a daycare center from April, please apply at Childcare Institutions Management Division between the end of October and beginning of November of the previous year.

-If you wish to send your child to a public kindergarten, please apply at the kindergarten you wish to send your child in the autumn (around October) of the previous year.

-Early Childhood Education is free of charge: For details, inquire at Childcare Institutions Management Division

For children who are in 3 to 5-year-old classes at a kindergarten, daycare center and ECEC, the childcare fee will be free of charge. Also, childcare fee will be free of charge for children aged 0 to 2, if their family is exempted from municipal tax. There may be cases where childcare fees for daycare centers certified by the government becomes free of charge. Please refer to the website below for details.



[https://www.city.tsukuba.lg.jp/\\_res/projects/default\\_project/\\_page\\_/001/007/926/gaidobukkuenglish.pdf](https://www.city.tsukuba.lg.jp/_res/projects/default_project/_page_/001/007/926/gaidobukkuenglish.pdf)

-For School Education, inquire at School Affairs Division

Schools	Age	Where to apply	Who decides which school to go to? (For public schools)	Entrance exam (for public school)
Elementary school	6 to 12 years old (From the year your child turns 7 years old)	School Affairs Division	Tsukuba City	No exam
Junior high school	12 to 15 years old (From the year your child turns 13 years old)	School Affairs Division	Tsukuba City (It is possible to choose another school that is not designated by the City by taking an entry exam.)	No exam
High school	15 to 18 years old (From the year your child turns 16 years old)	Ibaraki Prefectural Board of Education	Your child	Entry exam
Special needs school*	Elementary and lower secondary education: 6 to 15 years old	Special Education Support Office	It will be decided after consultation with the City.	No exam
	Upper secondary education: 15 -18 years old	Ibaraki Prefectural Board of Education	It will be decided after consultation with a preferred school.	Entry exam

-Special needs schools are for children with disability. It is divided into elementary, secondary and high school education stages.

-For procedures to go to elementary, junior high and compulsory education schools, inquire at Schools Affairs Division

School zones are designated by the board of education, and schools are determined based on the address on your residence certificate.



If you wish to send your child to a school outside the designated zone without changing your address, or if you wish to continue to send your child to the same school after moving out of the zone, you need a permission from the board of education, so please come to Schools Affairs Division at Tsukuba City Hall and complete the procedure.

-Starting School Letter will be sent to parents whose children are starting to go to elementary school, junior high school and compulsory school at the end of November. Please go through the procedure at School Affairs Division if you wish to send your child to a school outside the school zone for the following reasons:

1. You are planning to move out of Tsukuba City or Japan.
2. You are moving to a different school zone within Tsukuba City.
3. Your child is planning to go to a private or national school or special needs school (for visual, hearing, intellectual, physical disability or physical weakness).
4. You are planning to apply for a school outside the designated zone.
5. You would like to delay the timing of starting school, due to illness or other reasons.
6. Your child cannot start going to the designated school for reasons other than above.

-For procedures to change schools, inquire at School Affairs Division

When you move to Tsukuba City from other municipality and are changing your child's schools, please complete the procedure at School Affairs Division or branch office of Tsukuba City Hall. If you are moving out of Tsukuba City, please complete the procedure at the school.

-For Financial Aid for School Enrollment, inquire at School Affairs Division

With the approval of the Board of Education, financial aid for school supplies and school lunches will be provided for children who may have difficulty going to a school due to financial reasons. This is for children of households receiving livelihood protection or household of equivalent and there are income restrictions to receive the aid. Please inquire at your child's school.

-For High School Scholarship Scheme, inquire at Education Division for Ibaraki Prefectural High Schools

Pupils of any high schools are eligible for High School Tuition Support Fund to cover their Tuition. Each Prefecture also provide monetary support for education other than tuition (fees for textbooks, school supplies, etc.) for low-income families.

-For Children's Center (*Jidokan* 児童館), inquire at Childcare Program Division

Children's Centers are local facilities for children aged from 0 to 18 in the area to play and spend time. There are 18 Children's Centers in Tsukuba City. Staff at Children's Centers provide guidance and support to children so that they can have fun safely and develop their creativity, independence and teamwork skills. Children Centers can be used for various club activities.

Open hours: From Monday to Friday 8:30am–6pm / Every second Saturday 8: 30am–12pm

Closed on Saturdays (excluding second Saturdays), Sundays, national holidays and from Dec 29 to Jan 3

Name of	Address	Phone	Name of	Address	Phone
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Children's Center			Children's Center		
Sakae	127-4 Yokomachi	029(857)4206	Azuma-higashi	4-12 Azuma	029(852)7858
Kokonoe	2094 Uenomuro	029(857)4631	Takezono-higashi	3-18-1 Takezono	029(851)5802
Kukizaki	1793 Oguki	029(840)1321	Takezono-nishi	2-19-2 Takezono	029(852)5039
Kamigo	2270-1 Kamigo	029(847)5546	Teshirogi-minami	4-15-1 Matsushiro	029(852)0670
Yoshinuma	814-1 Yoshinuma	029(865)2070	Ninomiya	4-9-2 Ninomiya	029(855)6091
Higashi	2-24-1 Higashi	029(851)4801	Yatabe	4715 Yatabe	029(836)0611
Osone	447-3 Osone	029(864)0181	Namiki	4-2-3 Namiki	029(851)5331
Matsushiro	2-21-2 Matsushiro	029(855)6110	Sakura-minami	4-7-3 Namiki	029(858)0791
Azuma-nishi	2-5-4 Azuma	029(851)8141	Oda	2410 Oda	029(867)1190

-For Childcare Clubs (*Jido Kurabu* 児童クラブ), inquire at Childcare Program Division

Childcare Clubs aims to promote the sound development of children by providing them space to play and spend time, whose parents are not at home due to work or other reasons.

There are 3 types of childcare clubs; One is publicly owned and managed clubs, the other is publicly owned and privately managed clubs and the last one is privately owned and managed clubs. Each school has designated childcare clubs.

For Childcare Clubs that are publicly owned and managed, please apply at the club you wish to send your child. If you wish to send your child from April, please apply in the middle of December to January. There is a guidance booklet for childcare clubs in English so please pick it up at Childcare Program Division in Tsukuba City Hall or Children's Centers.

For Childcare Clubs that are publicly owned and privately managed, as well as privately owned and managed, please refer to Tsukuba City's official website for details (location, contact of inquiry and designated elementary school) and inquire at each Childcare Club.

-For Schools in Japan, inquire Tsukuba International Association: 029-869-7675

Children are able to go to a high school of their choice in Japan provided that they pass the entry exam.

Tsukuba International Association holds "Pre-school & Pre-class", guidance on going to schools in Japan from time to time. If your child is thinking about going to a school in Japan, please come visit the association as soon as you can.

Reference: "High School Admissions Guide for non-Japanese Children and their Parents"

(<https://www.common-globalcenter.org/>翻訳資料等/教育関係/)

-For Learning Support Scheme for Children, inquire at Children Welfare Office

Learning support and spaces are provided for children of household receiving livelihood protection and/or Financial Aid for School Education (by *Tsukuba Kodomo-no Aoi Hane Gakushu-ka*).

Who is eligible? Children of household on livelihood protection and/or Financial Aid for School Education (From 4<sup>th</sup> grade to 9<sup>th</sup> grade). It is free of charge. Open days, hours, location are subject to change, so please inquire for details.

-For fostering a child, inquire at Childcare Consultation Office

If you wish to foster a child, please call Tsuchiura Child Guidance Center in Ibaraki Prefecture (3-14-5 Shimo-Takatsu Tsuchiura). Phone number is 029 (821) 4595. Foster parents will look after children whose parents cannot look after them due to illness, accident or other reasons.

-If you wish to talk about your child under 18-year-old, inquire at Childcare Consultation Office Staff from the family and child support service will listen to any issues you may have about your child under 18-year-old. For complicated issues which require more support, it will be dealt with in cooperation with the related institutions such as Child Guidance Center and/or Health Centers. It is free of charge and your information will be kept confidential, so please feel free to contact the office.

Open hours: From Monday to Friday 8:30am to 5pm (Excluding national holidays and from Dec29 to Jan 3)

-For short-term childcare support service (Short Stay), inquire at Childcare Consultation Office This is a service to temporarily look after a child at a Child Welfare Facility, etc., whose parents cannot look after him/her due to illness, giving birth, accident, etc. The maximum period of stay is 7 days, and the fee is subject to vary from 1,000 JPY to 5,350 JPY according to the circumstance of the household. Registration is required to use the service so please come and register in advance.

Open hours: From Monday to Friday 8:30am to 5pm (Excluding national holidays and from Dec29 to Jan 3)

-For facilities to support single-mother families, inquire at Childcare Policy Division Facilities to support single-mother families are facilities to protect single-mother families and equivalent families so that they can be financially independent.

-For the support service for vocational training, inquire at Childcare Policy Division Financial support will be provided for persons who wish to be trained to work or obtain a qualification to work at a training institution for more than one year.

Who is eligible? Single-parents who are a resident of Tsukuba City and are receiving Child Rearing Allowance or income of the equivalent.

The subsidy will be provided for persons to get a qualification/license for nurses, assistant nurses, care workers, childcare workers, physical therapists, occupational therapists, hairdressers, nutritionists, dental hygienists, social workers, confectionary hygienists, chef, etc.

Payment amount: Household exempted from municipal tax - 100,000 JPY per month (140,000 JPY for the last month) Household imposed municipal tax - 70,500 JPY per month (110,500 JPY for the last month)

Persons who receive this subsidy may be entitled to further support of 40,000 JPY per month if certain requirements are met (up to 3 years).

To apply for the subsidy, it is required to talk about eligibility and possibility of getting the license/qualification in advance. Please inquire for details.

-Frequently asked questions

Q Is it possible to enroll in a grade lower than the actual age?

A In principle, if the child is under 15-year-old, he/she has to be in the grade according to his/her age. For children older than 15-year-old, the following applies:

- In principle, he/she cannot go to a public junior high school, but can study at a "night school".
- He/She can go to a high school regardless of his/her age, as long as he/she passes an entry exam. To take the exam, a certificate to indicate that he/she had 9 years of compulsory education is required.

Important points to note:

- He/She cannot take an entry exam for high school with student visa or working visa, but can take the exam with permanent residence, residence or dependent visa.
- If he/she is a minor, he/she needs to be living with his/her parents.

Q What is a Japanese language class?

A It is a class to learn Japanese language for children whose Japanese level is not sufficient to learn with his/her class mates. Please note that some schools do not have this class.

Q What is the difference between international schools and public schools?

A There is an option for your child to go to an international school. Each international school has different curriculum and learn in different languages designated by the school. Some international schools have kindergarten, elementary school, junior high school and high school.

N.B. If your child is going to a Japanese school, please bear in mind the following things:

- When your child is late to go to school, leave early, or take a day off, contact the school.
- Most schools have PTA (Parent-Teacher Association) and most school zones have kid's club (*Kodomo-kai* 子ども会). Find out if your child's school and school zone have one. Where possible, please participate class observation sessions which schools hold from time to time.
- School lunches will be provided. Pupils are required to clean their classrooms and other places.
- Please do not wear earrings and accessories to school. Pupils are required to wear school shoes inside the school building.
- Children will go to and come back from their school in groups.

# Guide to Tsukuba City

## City Profile

Area Tsukuba City: 283.72km<sup>2</sup>

Total Populations: 242,502 人

Number of Foreign Nationals: 9,845 From 135 Countries\*

Number of Household 107,792House holds\*

\*As of March 1, 2021

## Symbol of Tsukuba City



Emblem of the City: The City emblem is a combination of two “つ (tsu)” from “2 つ (two)” in a graphic design, representing infinite development and invincible harmony. The light blue represents the clear blue sky and SCIENCE, and the light green represents the glorious fresh green and NATURE. (The emblem was created in April 11, 1898).

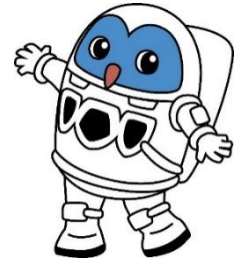
## Logo of the City, “Exploring Tomorrow”

With the vision of “Exploring Tomorrow”, Tsukuba City is developing policies aiming to become a sustainable city.

世界の  
あしたが見えるまち。  
TSUKUBA

## HOOKUN SENCHO

HOOKUN SENCHO is an official mascot of the City and is an astronaut owl robot, which represents the City’s characteristics of nature (owl) and science (robot and astronaut).



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## Official City Flower

Hoshizaki Yukinoshita



## Official City Tree

Japanese Zelkova



## Official City Bird Owl



## Sister Cities and Friendship Cities

Tsukuba City has cultural exchange programs with cities overseas, mainly with sister cities and friendship cities.

-Cambridge is a city located in eastern Massachusetts, USA.

Established a sister city relationship on May 8, 1984.

-Irvine is a city located in southern California, USA.

Established a sister city relationship on August 3, 1989.

-Grenoble is a city located in southeastern France and is the capital of the Iserre Prefecture.

Established a sister city relationship on November 12, 2013.

-Shenzhen is a city in Guangdong Province, China bordering with Hong Kong.

Established a friendship city relationship on June 9, 2004.

## Other partner cities

-Daejeon is located central Korea and is one of 6 major metropolitan areas.

Signed the Letter of Intention to Exchange and Collaborate on October 16, 1999.

-Bochum is a city located in North Rhine-Westphalia, Germany.

Signed the Collaboration Agreement on November 25, 2019

# Tsukuba City's Initiatives

## Supporting Start-up Companies

A start-up company is an emerging company which aims a rapid growth with the potential to solve social issues, develop innovative technologies and create new industries. As a science city, Tsukuba City formulated "Tsukuba Start-up Strategy" in 2018 to utilize its research and technological seeds for businesses, and has been supporting and promoting the establishment, commercialization and growth of start-up companies.

There is a start-up promotion hub, called "Tsukuba Start-up Park" which supports people who are getting ready to start a business or people who have just launched their business. The Park has co-working space that can be used as an office, meeting rooms, space for seminars where you can hold events and gatherings, and space and café which is open to anyone. The Park also holds events related to starting a business and provide consultation services by management professional, so if you are thinking of starting a business, visit "Start-up Park".

	Regular Member (Seat assigned)	Regular Member (Free seating)	Drop-in Membership
Co-working Space	18,000 JPY/Month (24 hours/365 days)	15,000 JPY/Month (24 hours/365 days)	300 JPY/Hour 1,500 JPY/Month (24 hours/365 days)
Wi-Fi	○	○	○
Shower Room	○	○	—
Locker Room	○	○	—
Corporate Registration	○	○	—
Meeting Room (Free of Charge)	○	○	○

Note 1: There is a discount for researchers and students in Tsukuba City.

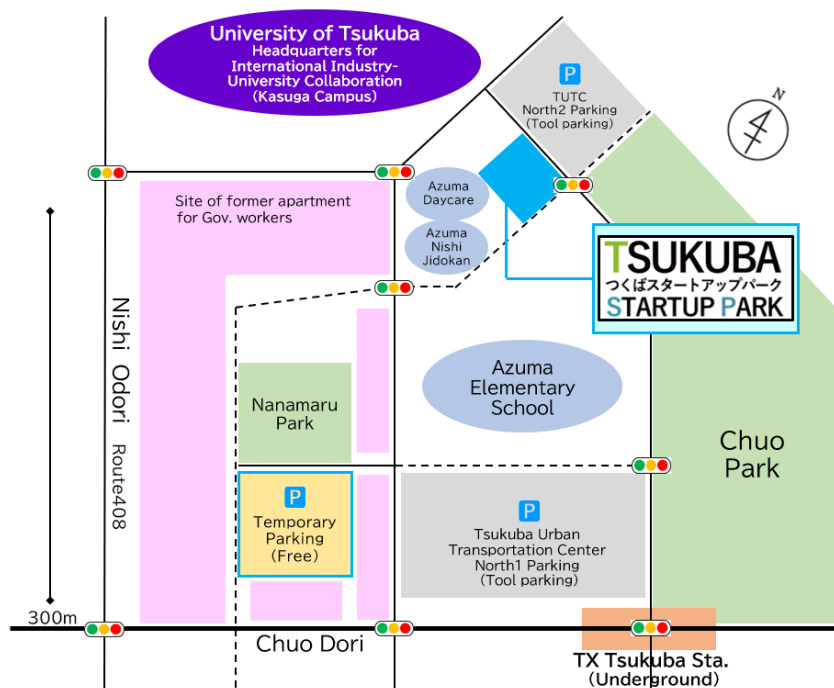
Note 2: Only regular members can use the facility from December 29 to January 3.

Seminar Room (Reservation required)	500 JPY/Hour Weekday 11 : 00~21 : 00 Weekends and national holidays 11 : 00~19 : 00
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Prices listed above include consumption tax.

Note: The social space and café are open to everyone and is open from 10am to 7pm on weekday, weekends and national holidays except from December 29 to January 3.

Tsukuba Start-up Park  
(Tsukuba City Industry Promotion Center)  
2-5-1 Azuma Tsukuba-shi Ibaraki, 305-0031  
Five minutes' walk from Tsukuba Station



## Tsukuba SDGs – Toward an Inclusive Society

### Aiming to Become a Sustainable City

In June 2018, Tsukuba City was selected as the only “SDGs Future City” in Ibaraki Prefecture by the Japan’s Cabinet Office. (There are 93 SDGs Future Cities as of July 2020.)

“SDGs Future Cities” are selected based on their high potential for achieving sustainable development through creating new values regarding economy, society and environment. Tsukuba City is working on sustainable urban and community planning based on “Urban Planning for Tsukuba City SDGs Future City”.

The revised version of “Tsukuba City Future Vision” was formulated to reflect the principles of the SDGs and following this, Tsukuba City made a “Sustainable City Declaration” on March 2020.

#### -What are Sustainable Development Goals (SDGs)?

The Sustainable Development Goals (SDGs) were adopted by all United Nations Member States in 2015 and are consisting of 17 goals for international community to achieve by 2030. SDGs aims to create a world where no one is left behind.



SDGs Logo

## Support Projects for Children’s Future

For details, inquire at Children Welfare Office

Tsukuba City is implementing a project to support children so that they are not or will not be negatively affected family background. In April 2019, Tsukuba City set up a fund called “Tsukuba Kodomo-no Aoi-Hane Kikin (Tsukuba Blue Feather Fund for Children)” to support the future of children. Donations to the fund will be used for projects to support children for their better future. (Donation to the fund will not require transfer fee and the same deduction applies as the hometown tax payment.)

How to make a donation: 1. Donate online from Tsukuba City’s official website (Credit cards accepted); 2. Postal application; 3. Visit Children Welfare Office in person

#### -Tsukuba Kodomo-no Aoi-Hane Gakushu-kai

Study support and a space to study will be provided for free of charge for children (4<sup>th</sup> grade to 9<sup>th</sup> grade) whose households are receiving livelihood protection and/or financial aid for school enrollment by Tsukuba Kodomo-no Aoi-Hane Gakushu-kai. Depending on the area, date and time vary so please inquire for details,

#### -For Subsidy for Juku (extra private classes), inquire at Children Welfare Office

For junior high school pupils of households on livelihood protection or Financial Aid for School Education, a portion of *Juku* fees will be subsidized.

Amount of subsidy: Tuition for Juku up to 5,000 JPY per month.

-Come and check out "Cafeteria for Everyone (*Minna-no Shokudo*)"!

"Cafeteria for Everyone (*Minna-no Shokudo*)" which is a Tsukuba version of "Cafeteria for Children" is a space for everyone, from children to the elderly, to spend time and eat together.

Due to COVID-19, some cafeterias may have changed their open days/hours, or there may be some cafeterias which offer bento boxes instead of opening the cafeteria. Please inquire at each cafeteria for details.

#### Chiiki Koryu Plaza (Hanabatake)

Address: 220-1 Hasunuma ☎ : 029-864-6464

Open from 11:30am to 1:30pm on every 4<sup>th</sup> Saturday of the month

Fee: 100 JPY per child (up to junior high age) / 300 JPY per adult

-Priority for advanced reservation.  
-Homemade lunches cooked by nutritionist and chef are provided.  
-Parenting consultations by nursery teacher are available.

#### Chiiki Koryu Plaza (Numazaki)

Address: Tsukuba Kodomo no Mori Nursery School, 3097-1 Numazaki

☎ : 029-875-4539

Open from 11:30am to 1:30pm on every 4<sup>th</sup> Tuesday of the month

Fee: 100 JPY per child (up to junior high age) / 300 JPY per adult

-Priority for advanced reservation.  
-Homemade lunches cooked by nutritionist and chef are provided.  
-Pre-school children can play in the play area.

#### Minna-no Tameno Kodomo Shokudo (Children's Cafeteria for Everyone)

Address: Toyosato Community Center, 1197-20 Koya

☎ : 090-3685-7088 (Tsukuba Atsumare Chibikko in Toyosato-no-kai)

Open once or twice a month on Saturdays from 11:30am to 1:30pm

Also open on Thursday evenings (irregular)

Fee: 100 JPY per child (up to 18-year-old) / 300 JPY per adult

Handmade cuisine using local and seasonal ingredients and traditional recipe.

#### Takezono Doyo Hiroba

Address: Takezono Community Center, 3-19-2 Takezono

☎ : 090-3047-1265 (毛利)

Open once a month on Saturday from 10:30am to 2:30pm

Fee: 100 JPY per child (up to junior high age) / 300 JPY per adult

-Priority for advanced reservation.  
-Children who go to elementary schools or older can come on their own without adults.  
-People of all ages and nationalities are welcome!  
-Volunteers are appreciated.

#### Baobab Children's Cafeteria

Address: 858-1 Onozaki ☎ : 029-856-5087 ✉ amemura45@gmail.com

Open once or twice a month on Fridays from 6:30pm to 8:45pm

Fee: 300 JPY per child and adult / Free for pre-school children

-Reservation by email is required.  
-Meals are made from vegetable and rice harvested from the fields next to the studio and rice is cooked in Kamado (traditional cooking pot).

#### Tsukuba "Kodomo-no Ie" Shokudo

Address: 399-2 Kita-Nakazuma ☎ : 029-838-5366 (NPO Mannariz)

Open from 5:30pm to 7:30pm on 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month

Fee: 100 JPY per child and 300 JPY per adult / Free for pre-school children

-Children can come on their own.  
-There is a pick-up and drop-off service, so please feel free to inquire.



Tatsumi Kodomo Shokudo

Address: 99-34 Matsunoki ☎ : 029-838-5666 (Kaisen-ya Tatsumi)

Open at 9:00am on 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month

Fee: 300 JPY per adult and free for children (under junior high age)

Original curry using local vegetables will be served.

△Dates and times may be subject to change. Please inquire at each organization for details.

### What is "Cafeteria for Everyone (*Minna-no Shokudo*)"?

People of all ages from children to the elderly are welcome to "Cafeteria for Everyone (*Minna-no Shokudo*)".

You can stay as long as you wish, or you can just stay for a short time. If parents do not feel like cooking, that can be a reason for the whole family to come!

### Before visiting "Cafeteria for Everyone (*Minna-no Shokudo*)"

If unaccompanied children are coming on their own, they must tell their parents where they are going. There may be cases where they run out of food, so make sure you book in advance!

-For subsidy for "Cafeteria for Everyone (*Minna-no Shokudo*)", inquire at Children Welfare Office Tsukuba City subsidies organizations that run "Cafeteria for Everyone (*Minna-no Shokudo*)".

Payment Amount: 50,000 JPY per year for an organization which opens the Cafeteria once a month and 100,000 per year for an organization which opens the Cafeteria twice a month.

Payment can be used for ingredients, supplies and insurance.

### Multilingual Digital Medical Questionnaire to Support Visiting a Medical Institution

By scanning a QR code in your own language with your smartphone at a clinic, you can fill in the "Multilingual Digital Medical Questionnaire" about your conditions in your language, which then a staff at the clinic can see in Japanese. It is available in 14 languages.

For clinics that use this system in Tsukuba City and other details, please refer to Ambii's official website below:

 <https://ambii.com>

Note: The "Multilingual Digital Medical Questionnaire" by Ambii was selected for "Tsukuba Society 5.0, 2019: Support Project for Practical Implementation" which is a project by Tsukuba City to support demonstration experiments of products that utilize cutting-edge technologies prior to commercialization.

# In Case of Emergency

## Police: 110

If you are involved in a traffic accident:

If you are not injured, please give first aid to the injured person and call an ambulance and the police. Please also take safety measures. Please see a doctor, too, even if you both think it is just a minor injury and make sure to check the person's address, name, phone number and driver's license.

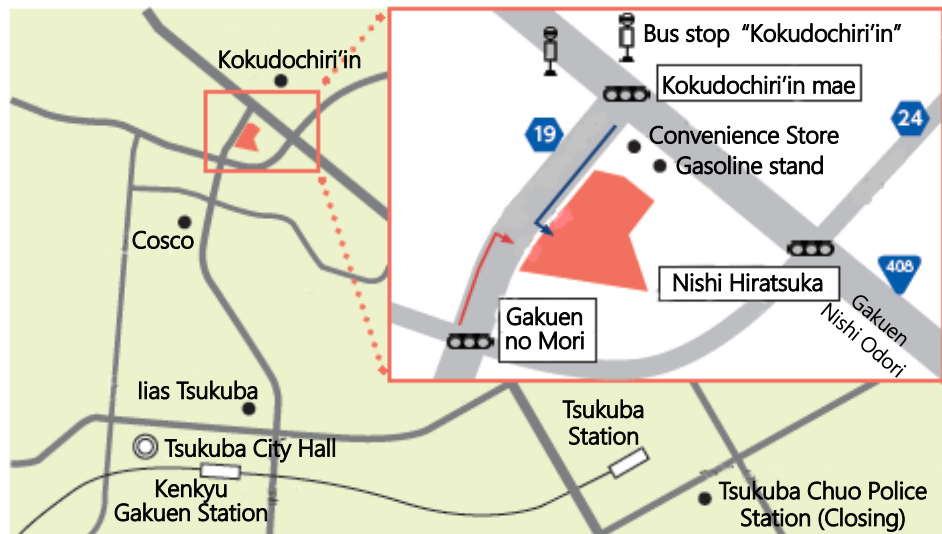
56

### Tsukuba Police Station

3-50-1 Gakuen-no Mori, Tsukuba, 305-0816

Multilingual

<https://www.pref.ibaraki.jp/kenkei/foreign/index.html>



## Fire and Emergency: 119

For details, inquire at Operations Division of Fire Headquarters

For many people, it is rare to call 119 and when they do, they are in an urgent situation and they might be very upset. However, please remain calm and clearly explain what is going on. Please do so, so that people's lives as well as their property and assets are saved.

To call 119 for fire or emergency, there are a few options:

-You can call with your home phone, mobile phone or pay phone.

Please make sure to turn on your GPS when you call 119 with your smartphone.

-You can call through the Interpretation Center (called "Multilingual Call Service") for foreign residents who do not speak Japanese.

-You can report using your smartphone's Internet function for people who have difficulty in hearing and/or speaking. (Emergency Call System 119)

-Report through FAX (FAX 119)

### Tsukuba City Fire Headquarters

1-1-1 Kenkyu-Gakuen Tsukuba, 305-0817

### Important Points to Note When Calling 119

When calling 119, please remain calm and answer the questions asked by the staff of Operations Division.

-In case of fire, tell the staff the following:

- That it is a fire.
- Where (address) and landmarks around the place.
- What is burning - whether it is a building, forest, car, etc.
- Whether there are persons who are trapped or who are injured.
- Your name and phone number.

-In case of emergency, tell the staff the following:

- That it is an emergency.
- Where (address) and landmarks around the place.
- What happened to the person - whether it is an illness, injury or accident.
- The number of injured or ill persons and their states of consciousness, breathing condition and other condition.
- Your name and phone number.

### Multilingual 119

When Tsukuba City Fire Headquarter receives a 119 call from someone who does not speak Japanese, the staff will listen to the call through a multilingual call service. When you call, please talk in your own language that you would usually do so that the staff can determine whether to communicate through the multilingual call service.

Fire crew and emergency response team will also use multilingual services at a disaster scene, if necessary. The service is available for 24 hours and 365 days.

Available languages (19 languages) are English, Chinese, Korean, Spanish, Portugal, Thai, French, Italian, Russian, Vietnamese, Indonesian, Tagalog, Nepalese, Malay, Burmese, Khmer, Mongolian and Singhalese (As of September 23, 2020).

### Acute Illness

-Medical institutions that are open on Sundays and national holidays

Please refer to the multilingual page of Tsukuba City's official website or Japanese version of "Newsletter TSUKUBA (Koho TSUKUBA 広報つくば)" for the available medical institutions and other details. Please note that some medical institutions charge additional fees.

-Emergency phone consultation for acute illness (available in Japanese only)

Phone consultation for children's acute illness

☎ # 8 0 0 0      ☎ (03) 6667-3377

-Tsukuba Medical Center Hospital ☎ 029 (851) 3511

Address: 1-3-1 Amakubo

Open hours: 24 hours a day, 365 days a year for pediatric emergency.

In order to prioritize patients requiring urgency, the hospital triages patients.

-Phone consultation for adult's acute illness ☎ # 7 1 1 9 ☎ (03) 6667-3377

Open hours: 24 hours a day, 365 days a year (available in Japanese only).


### List of hospitals for emergency

Hospital name	University of Tsukuba Hospital (筑波大学附属病院)
Address	2-1-1 Amakubo
Phone	☎029 (853) 3900 (main number) 
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.s.hosp.tsukuba.ac.jp/">http://www.s.hosp.tsukuba.ac.jp/</a>
Note	All outpatient services are by appointment only. The hospital's appointment center is open from 8:30am to 5:00pm on weekday. The counter 2 accepts appointments until 5:15pm. Appointment Center: ☎029 (853) 3570 For initial visit: From 8:30am to 4:30pm For follow-up visits: From 7:30am to 4pm (Appointment only.) You can make an appointment for the follow-up visits using a machine at the hospital.) Night time emergency visit (From 5:15 to 8:30) : ☎029 (853) 3110 ・ ☎029 (853) 3860 Weekday (From 8:30 to 5:15pm): ☎029 (853) 3572 Open for emergency 24 hours a day and 365 days a year.

Hospital	Tsukuba Souai Hospital (つくば相愛病院)
Address	Takasaki 1008
Phone	029-873-2511
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.tsukuba-soai.com/">http://www.tsukuba-soai.com/</a>

Hospital	Tsukuba Chuo Hospital (筑波中央病院)
Address	Hokujo 5118
Phone	029-867-1211
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.tsukuba-chuo.jp/">http://www.tsukuba-chuo.jp/</a>

Hospital	Tsukuba Memorial Hospital (筑波記念病院)
Address	Kaname 1187-299
Phone	029-864-1212
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.tsukuba-kinen.or.jp">http://www.tsukuba-kinen.or.jp</a>

Hospital	Tsukuba Gakuen Hospital
Address	Kamiyokoba 2573-1
Phone	029-836-1355 
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.gakuen-hospital.or.jp">http://www.gakuen-hospital.or.jp</a>
Note	The hospital's services (both initial and follow-up visits) are by appointment only. Make an appointment by phone ☎029 (836) 6688 An appointment can be made between 9:00 am and 4:00pm on weekdays and between 9:00am and 12:00pm on Saturdays. <u>On-the-day-appointment can be made between 8:00am and 3:00pm on weekdays and 8:00am and 11:00am on Saturdays. (You cannot make on-the-day-appointment for obstetrics, dental surgery, oral surgery, rehabilitation and psychosomatic medicine departments.)</u>

Hospital	Ichihara Hospital
Address	Osone 3681
Phone	029-864-0303
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.ichihara-hospital.or.jp/">http://www.ichihara-hospital.or.jp/</a>

Hospital	Tsukuba Hospital
Address	Sasagi 1761
Phone	029-855-0777
Services	Please see the hospital's website or contact them to find more about their services. <a href="https://tsukuba-hospital.jp/">https://tsukuba-hospital.jp/</a>

Hospital	Tsukuba Medical Center Hospital
Address	Amakubo 1-3-1
Phone	029-851-3511
Services	Please see the hospital's website or contact them to find more about their services. <a href="http://www.tmch.or.jp/hosp/">http://www.tmch.or.jp/hosp/</a>

## Disaster Prevention

Disaster prevention means to prepare for a future disaster. Japan is an earthquake-prone country and it is said that a huge earthquake will hit the Tokyo area in the near future. Japan is also susceptible to typhoons which bring strong wind and heavy rain. If a typhoon makes a direct hit, rivers may flood due to heavy rain. Furthermore, there are other risks such as fires and nuclear accidents. It is important to have a plan for these emergencies.

### Disaster Risk

Do you know what kind of disaster risks there are in Tsukuba City? Prepare for a future disaster so that you can remain calm when it actually happens.

Tsukuba City's official hazard map shows areas that are vulnerable to a major disaster.

- Areas that can be affected by landslide and flooding caused by heavy rain:
  - Landslide Prone Area of Mt. Tsukuba (mudslide) and Yatagawa (steep terrain area)
  - Anticipated Inundation Area of Kokai River and Sakura River.

### -Earthquake

A seismic intensity (*Shindo*) scales categorize the intensity or severity of ground shaking at a given location from an earthquake.

*Shindo* 1 -2: Most people do not feel shaking.

*Shindo* 3-4: Most people feel shaking.

*Shindo* lower 5: Dishes and books fall off shelves.

*Shindo* upper 5: Furnitures and block walls fall.

*Shido* lower 6: Wooden and less earthquake-resistant homes may lean.

*Shindo* upper 6: Wooden and less earthquake-resistant homes may collapse.

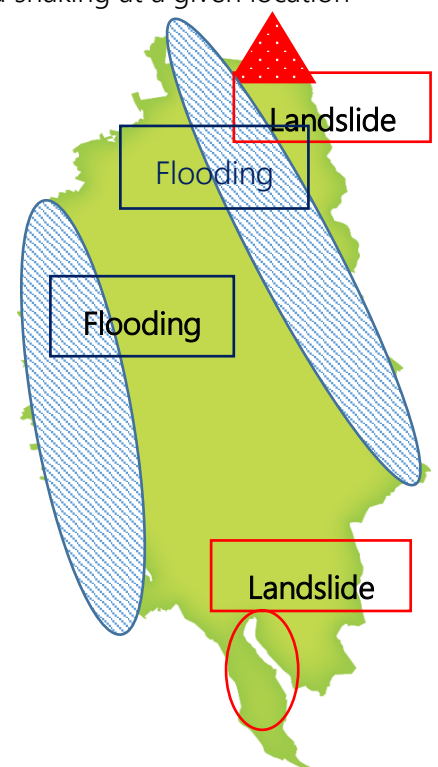
*Shindo* 7: Less earthquake-resistant homes may collapse.

- When an earthquake of *shindo* 5 or above occurs, there may be cases where houses are destroyed and electricity and water are cut off.
- If the ground liquefies, houses and other structures may lean.
- During a disaster, there are cases where you cannot use trains or motorways.
- Most shops will be closed which makes it difficult to buy gasoline and fuel.
- In the case of a major earthquake, there will be many aftershocks and another big earthquake may occur a few days later.

### Self-help, mutual-help and public-help

To minimize damage during a disaster, "self-help, mutual-help and public-help" are very important. "Self-help" means to prepare yourself and your family in advance to protect your and your family's lives and property. "Mutual-help" means to help each other in a community in order to reduce damage to the community. "Public-help" means comprehensive disaster prevention measures by the governments.

"Public-help": If a disaster like the Great East Japan Earthquake occurs in Tsukuba City, the City Hall will set up a disaster response headquarter to assess damage, open shelters to arrange and provide supplies, support disaster recovery and gather and distribute information.



However, in the event of a large-scale disaster, there may be cases where public disaster management authorities cease to function due to the damage caused by the disaster, as well as firefighters become overwhelmed by multiple fires. Thus, the function of “public-help” becomes restricted which makes “self-help” and “mutual-help” more important.

As part of “self-help”, it is most important to prepare for a future disaster.

Hardware stores and other stores have a section dedicated for emergency goods and goods that can be stockpiled where you can buy foods with long shelf lives and products useful in case of a disaster. You can see the list of items that you should get ready below. In particular, items such as sanitary products, nappies, baby formula, baby food, towels, baby carrier, diapers for elderly persons who need care, and medicine may take a while to be delivered as relief supplies, so it is recommended that you stockpile these items at home. At the time of a disaster, it will be difficult to provide foods that meet religious requirements and/or allergy restrictions, so please stockpile foods that meet the requirement and have long shelf lives. Also, please keep a mobile battery as well, because smartphone and cellphones are essential tools to communicate and to gather information.

## SUPPLIES

<b>Disaster Kit for Staying at Home</b>	<b>Emergency Carry Out Bag</b>
Keep food and daily necessities stored in case you must stay inside.	Store the minimum necessary items in emergency bag. Prepare items according to your needs.
<b>Food</b> <input type="checkbox"/> Drinking water (3L per person per day) <input type="checkbox"/> Emergency food (instant rice, retort food etc.) <input type="checkbox"/> Canned food (fruit, beans etc.) <input type="checkbox"/> Food that doesn't require heating <input type="checkbox"/> Nutrition supplementary food <input type="checkbox"/> Sweets <input type="checkbox"/> Condiments	<input type="checkbox"/> Drinking Water <input type="checkbox"/> Sweets (chocolate, candies) <input type="checkbox"/> Clothing <input type="checkbox"/> Medicines <input type="checkbox"/> Food <input type="checkbox"/> Portable radio <input type="checkbox"/> Helmet <input type="checkbox"/> First-aid kit <input type="checkbox"/> Scissors, utility knife <input type="checkbox"/> Work gloves <input type="checkbox"/> Smartphone charger, spare battery <input type="checkbox"/> Heat insulation sheet <input type="checkbox"/> Can opener <input type="checkbox"/> Disposable portable toilet <input type="checkbox"/> Slippers <input type="checkbox"/> Batteries <input type="checkbox"/> Tissues <input type="checkbox"/> Garbage bags <input type="checkbox"/> Flashlight <input type="checkbox"/> Disposable body warmers ('kairo') <input type="checkbox"/> Writing utensils <input type="checkbox"/> Earplugs <input type="checkbox"/> Candles, lighter <input type="checkbox"/> Towel <input type="checkbox"/> Eye mask <input type="checkbox"/> Rope
<b>Daily necessities</b> <input type="checkbox"/> Water <input type="checkbox"/> Medicines <input type="checkbox"/> Garbage (large plastic) bags <input type="checkbox"/> First-aid kit <input type="checkbox"/> Tissue paper <input type="checkbox"/> Toilet paper <input type="checkbox"/> Portable gas burner/gas cartridge <input type="checkbox"/> Lighter <input type="checkbox"/> Flashlight <input type="checkbox"/> Batteries <input type="checkbox"/> Wet tissues <input type="checkbox"/> Kitchen wrap <input type="checkbox"/> Disposable body warmers ('kairo') <input type="checkbox"/> Rubber gloves	<b>Necessities</b> <input type="checkbox"/> ID (resident card, passport) <input type="checkbox"/> Cash (Coins) <input type="checkbox"/> Health insurance card <input type="checkbox"/> Bankbook <input type="checkbox"/> Personal seal ('inkan')
<b>Other items based on individual needs</b> <input type="checkbox"/> Food (halal) <input type="checkbox"/> Baby food <input type="checkbox"/> Food for elderly people <input type="checkbox"/> Sanitary products <input type="checkbox"/> Maternal and child health handbook <input type="checkbox"/> Diapers, baby sling	<b>Necessities In Times Of COVID-19</b> <input type="checkbox"/> Masks <input type="checkbox"/> Thermometer <input type="checkbox"/> Sanitizer
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Prepare for 3 to 7 days</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Keep it by the front door etc. to access immediately</div>

It is also important to gain knowledge related to disasters.

Do you know what these pictures below represent?



1.



2.

1. Evacuation site: Parks and Squares near you where you can temporarily protect yourself.
2. Evacuation Shelters: Every elementary and junior high schools and some community centers in the city.  
⇒ Where you can stay when you find it dangerous or difficult to live your own house. Also, being places to distribute relief supplies.

Please check the location of evacuation sites and shelters near you in advance. It is a good idea to decide a meeting place so that you know where to go if you cannot get in touch with your family. Various companies and organizations also provide disaster-related information in multiple languages, so please have a look. During a disaster, in order to prevent total failure of communication lines, the communication lines for regular phone calls will be deliberately restricted, so please secure means of communication such as LINE or messenger so that you can get in touch with your family and friends.

Free mobile app is available that notifies you of information such as earthquake early warning which predicts the location, timing and intensity of an earthquake immediately after it occurs, as well as Tsunami warning, volcano warning, special weather warning, heatstroke warning and information on missile launches. The app is available in English, Chinese (traditional and simplified), Korean and Japanese.



### Guidelines for Evacuation Advisories

In response to the heavy rainfall in July 2018, Japan's Cabinet Office revised the guidelines for evacuation advisories and started to apply in June 2019.

Warning level

5

A disaster is underway.

Take the best action possible to protect your life.

Warning level

4

Go to an evacuation shelter as soon as possible.

If it seems dangerous to go to a public shelter, evacuate to a safer place near you or to a safer place in your house.

Warning level

3

People who need more time to evacuate (elderly persons, persons with disability, infants, etc.) and their carers should start evacuation. The rest of the people should get ready to evacuate.

Warning level

2

Look at the hazard map and check what you need to do for evacuation.

If you are in an area where Tsukuba City issued a warning level 3 or 4, please evacuate as soon as possible!

Warning level

1

Prepare for a disaster to become serious.

### How to Protect your Pet during a Disaster

Have you thought about what happens to your pet during a disaster? If you evacuate to an evacuation shelter with your pet, you will not be able to bring the pet to a common living space. In principle, owners will have to "self-help" themselves regarding pets in the time of a disaster. Please check the disaster risks of your house and find a place to leave your pet in advance. Once you find a place, please check the following points as well. -Whether or not you can leave your pet during a disaster, fee, how to drop-off and pick-up, food for your pet, how long you take your pet for a walk, cage, pet carrier bag, etc.

Note: You can see how you can protect your pet during a disaster in a booklet which you can find on the official website of Ministry of Environment:

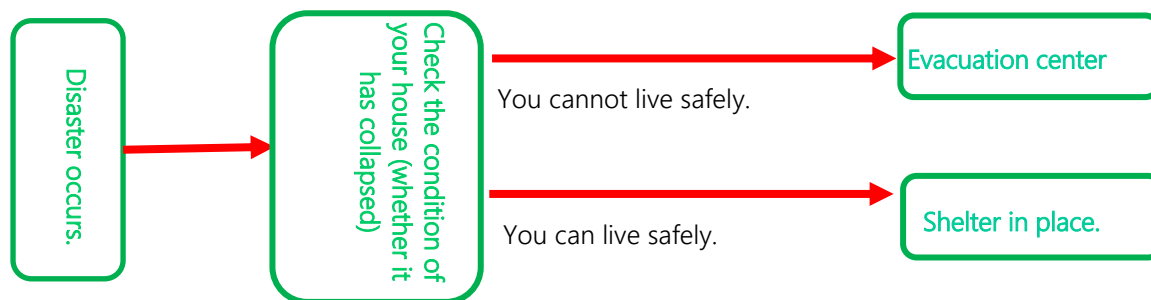
"[https://www.env.go.jp/nature/dobutsu/aigo/2\\_data/pamph/h3010a/a-1b.pdf](https://www.env.go.jp/nature/dobutsu/aigo/2_data/pamph/h3010a/a-1b.pdf)"

and "[https://www.env.go.jp/nature/dobutsu/aigo/2\\_data/pamph/h2703/pdf/full.pdf](https://www.env.go.jp/nature/dobutsu/aigo/2_data/pamph/h2703/pdf/full.pdf)".

There are options other than evacuating to an evacuation site or shelter.

Many people tend to think that they will be safe as long as they get to an evacuation shelter during a disaster. Evacuation shelters are set up to provide places to stay for people who find it difficult to live in their own houses, because their houses have either collapsed or have a risk of collapsing. If your house is safe to live in, please shelter in place at your home. (Please evacuate if there is a risk of flooding or landslide.)

Evacuation flow



### Important points to note regarding earthquakes

Create a safe space in your house where you do not put any furniture, etc.

- Secure a safe space inside your house where you can evacuate to.
- If you cannot create such space, rearrange furniture to make it safer.
- To be able to evacuate safely, do not put any objects on corridors and entrances.

Please also take measure to prevent furniture from falling and moving, and broken glasses from scattering. What is most important is to take measures so that you do not get injured when an earthquake happens.

### Safety measures at home

Will you be safe in your home in the event of an earthquake? Are there risks in your bedroom and/or living room where a furniture falls on you if a big earthquake occurs? Please secure a bookshelf, refrigerator and other furniture to the wall. By securing kitchen cabinet doors with clasps, you can prevent broken glasses and plates from scattering. You can find these clasps, latches and other device to secure furniture at a hardware store. Many of these devices can be used at a rented home, too, so please install them where possible. In addition, you can make your home earthquake-proof by putting non-slip cloths or sheets in the kitchen cabinet, secure kitchen cabinet doors with tools such as clasps, secure a TV to the wall or pillar in a low position and put a shatterproof film on windowpane and glass parts of furniture so that they will not be scattered in case they break.



1. Tension rods to secure a furniture and prevent from falling down.
2. Poles to secure TV and TV stand to prevent from falling down.
3. Clasps or latches to secure kitchen cabinet doors to prevent broken plates from scattering.

## Emergency Stockpile at Home

-Stockpile drinking water for at least 3 days. You need roughly 3 liters per person per day.

Please note that there was water outage in Tsukuba City during the time of Great East Japan Earthquake.

-Things that you usually use.

Foods: Stockpile extra food that you usually eat, instead of special food.

Daily necessities: Always keep extra supplies of toilet papers, tissues, nappies, sanitary napkins, etc.

Medicine: Consult your doctor about what to do in case of an emergency.

-Things that you only use during a disaster.

Please check how to use them, where you stored them, and whether they function at least once a year. (For example, portable gas stove, radio, flashlight, etc.)

## ★Rolling Stock Method

Rolling Stock is a method to purchase extra foods and daily necessities than usual, consume the oldest items first, and replace them with new items. By repeating this process, you do not have to worry about expiration date, and also can stockpile what you used to eat and use.

## List of Websites Related to Various Disasters

-Ibaraki Prefecture Disaster Prevention and Risk Management Portal Site

<https://www.bousai.ibaraki.jp/>

Multilingual

-Multilingual Information on Disaster Mitigation (Japan Meteorological Agency)

<https://www.jma.go.jp/jma/kokusai/multi.html>

Multilingual

-Institute of Scientific Approaches for Fire & Disaster

<https://www.bousai-kensyu.com/knowhow/>

-Notification App for Disaster Information

<https://www.rcsc.co.jp/safety-tips-en>

Multilingual