

The overall online application process



Do you have your My Number card, IC card reader, and computer or smartphone compatible with My Number cards?

Yes

What you need:

- IC card reader and computer or Smartphone compatible with My Number cards
- My Number card
- Mother and child health handbook
- A document to prove no adults in your household can take care of your child during daytime, and other documents if any

No

What you need:

- Computer or smartphone
- A document showing your My Number such as My Number notification card and certificate of residence with your My Number
- Mother and child health handbook
- A document to prove that no adults in your household can take care of your child during daytime, and other documents if any

If you have both your My Number card and device compatible with My Number cards, you can complete your application online!

Click the online application form on the official website of Tsukuba City.



Fill in the section ①, ②, ③, and ④ below on the form. Take a photo of the original document for ⑤ and ⑥ and upload them as attachment. Send all the information and complete your application.

If you have a device compatible with My Number cards:

No need to submit the document ⑦ below.

Please send the document ⑦ below by post.

Fields you need to fill in

- ① Application for Daycare Center (教育・保育給付認定申請書兼教育・保育施設等利用申込書)
 - ② Checklist for Daycare Center Admission (入所に関する確認票)
 - ③ Health and Development of Your Child (児童の健康・発育状況調査票)
 - ④ Checklist for Application (確認事項チェックシート)
 - ⑤ Document to prove that no adults in your household can take care of your child during daytime such as a Certificate of Employment (就労証明書等)
 - ⑥ Document required for some applicants such as single-parents and foreign nationals.
- Note: Please see page X (3) in the FY 2023 Daycare Center Admission Guide for details.

Document to be sent by post

- ⑦ My Number Form (You need to attach a copy of your ID and document showing your My Number to the form.)
You need to submit this document if you do not have a device compatible with My Number cards.

Note

Application for admissions between December 2022 and March 2023 is also available online.