

2023 Registration Procedures at a Ward Office

2023年 区役所での登録手続きガイド

Date and Time

Open : Monday - Friday 8:45am- 5:15pm (Except for National Holidays)

Strongly recommended to visit them between 8:45am and 11:00am or 2:00pm and 4:00pm except after weekends or holidays to avoid the crowds.

(Strongly recommended to visit at the earliest possible time because they may not be able to accept your application even before 4:00pm depending on the crowd.)

What to do at the ward office

1. 【at Resident's Affairs Division】 Resistration of your residency.

(Submit Resident Move Notification form)

You will receive "Resident Registration Code Notification" when the application is completed. Please keep it safe.

2. 【at Health Insuarance & Pension Division】 Enroll in the National Health Insuarance system.

3. 【at Health Insuarance & Pension Division】 Enroll in the National Pension System and apply for the contribution Payment Exemption (**Only students aged 20 years and over**)

Items to bring

Residence Card

- If you haven't received your residence card at the airport, please bring your passport which should have a stamp stating that the residence card will be issued at a later date.

2023 REGISTRATION PROCEDURES AT A WARD OFFICE

2023年 区役所での登録手続きガイド

- Filled-in Resident Move Notification form
- Filled-in Application form for the “Exemption from National Pension Contribution Payments”(Orange colored) or “Student Special Payment System”.(Blue colored)(Only students aged 20 years and over)
- Student ID card and its copy

About National Health Insurance

All residents of Japan (staying longer than three months) must enroll in a national health insurance plan and pay an insurance premium. Policy holders generally pay about 30 percent of the expenses required for medical treatment or hospitalization. After complete the procedures, you will receive your insurance card from the ward office by registered post. Please pay insurance premiums at a bank, post office, convenience store with the monthly payment slips. If you would like to pay by bank transfer, you can sign up for automatic payment at your bank.

About the National Pension System

Application for the National Pension System

All persons between the ages of 20 and 60 living in Japan are required by law to enroll in and pay into the National Pension System. A “Notice of Basic Pension Number Card” is issued for those who complete the procedures. Please keep it safe.

Application procedure about the Exemption from National Pension Contribution

If it is difficult for you to pay pension premiums for reasons such as low income, you can apply for the Pension Premium Exemption Program or the Special Payment System for Students at your local ward office.(What to do at the ward office(3))

Exemptions must be reapplied for every academic year (April through March of the following year).

- Degree-seeking Students: “Special Payment System for Students”

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This system allows the applicant to postpone payment of premiums until he/she completes his/her education. Only Degree-seeking students can apply for this system. You need to submit a copy of your student ID card "GAKUSEISHO" showing period of school attendance.

Application form⇒Blue colored

- Non Degree-seeking Students: "Exemption or Postponement from National Pension Contribution Payments"

If you have difficulty in paying the contributions due to financial reasons such as low income of the previous year, you can apply for the "Exemption of the Contributions." Non Degree-seeking students can apply for this system.

Application form⇒Orange colored

You will receive the result of the exemption by post. You don't need to pay the National Pension Premiums before checking it.

Certificate of Residence

A Certificate of Residence is a document that proves the validity of the information registered on your residence card. A copy of your "Certificate of Residence" can be issued at the city/ward office upon request. The fee for a certificate will be 300 yen.



(Sample)How to fill in the form ↑



Individual Number Card(My Number Card)

You will receive your notification letter of Individual Number from the government of Japan by registered mail. If you need to issue your Individual Number Card, you can apply for it online or by the application form enclosed in the notification letter of your Individual Number. You can NOT apply at the ward office.

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Access

Dormitories	Ward Offices
<p style="text-align: center;">International Ohmeikan</p> <p>International Residence Yamate North and South Ishida Memorial International Residence Myoken</p>	<p style="text-align: center;">Showa ward office</p>  <p style="text-align: center;">3-19 Ayuchidori, Showa-ku Subway→Gokiso station on the Sakuradori line (exit.No.8) City Bus→1 minute walk from Gokiso dori station</p>
<p style="text-align: center;">International Residence Daiko</p>	<p style="text-align: center;">Higashi ward office</p>  <p style="text-align: center;">1-7-74 Tsutsui, Higashi-ku Subway→15 minutes walk from Kurumamichi Station on the Sakuradori Subway line(exit.No.1) City Bus→1 minute walk from the bus stop of Higashi-Kuyakusho 5 minutes walk from the bus stop of Yamaguchi-cho</p>

2023年 区役所での登録手続きガイド

2023 Registration Procedures at a Ward Office

日時

開庁時間：月曜日から金曜日 8：45 から 17：15 まで(祝日を除く)

混雑を避けるため、月曜日や休み明けを除いた 8：45～11：00 および 14：00～16:00 の間に行きましょう。

(混雑していると、16：00 前でも受付できないことがあるので、早い時間に行きましょう。)

区役所で行うこと

1.【市民課】住所の登録（住民異動届の提出）

手続きが終わると「住民票コード通知書」が渡されます。保管してください。

2.【保険年金課】国民健康保険の加入

3.【保険年金課】国民年金の加入と納付免除等の手続き（20歳以上のみ）

持ち物

在留カード

➤ 在留カード未交付の場合はパスポートを持参すること。

記入済みの住民異動届用紙

記入済みの「国民年金保険料免除納付猶予申請書」（オレンジ色）

または「納付特例申請書」（青色）（20歳以上のみ）

学生証の原本とコピー

国民健康保険について

日本に3ヶ月以上滞在する留学生は国民健康保険に加入しなければなりません。

原則3割負担の医療費で医療機関を受診することができます。

加入手続き後、区役所から健康保険証が郵送されるので必ず受け取りましょう。

保険料は金融機関で口座振替登録をするか、毎月送付される納付書にてコンビニなどで振り込みます。

国民年金保険について

国民年金保険の加入

日本に住む20歳以上の人は国民年金に加入する義務があります。加入後基礎年金番号通知書が郵送されるので保管してください。

国民年金保険料免除等の申請

日本での所得が少ない等の理由で保険料を納めることが困難なときは、保険料免除猶予または学生納付特例を受けられます。区役所で申請手続きをしてください。（区役所で行うこと「3」）

申請は毎年する必要があります。

- 学生納付特例：正規生はこちらを利用してください。
在学中の保険料の納付が猶予される制度です。在学期間の分かる学生証のコピーの提出が必要です。
申請書⇒[青色](#)
- 保険料免除納付猶予：非正規生はこちらを利用してください。
前年所得が一定額以下の場合、保険料の納付が免除・猶予される制度です。
申請書⇒[オレンジ色](#)

後日、申請結果が郵送で届きます。それまで保険料を払う必要はありません。

住民票

住民票は住所や名前の有効性を示す書類です。住民票が必要な場合は、市民課にて申請書を提出。手数料は1通300円です。

記入例はこちら



マイナンバーカード

区役所で住民登録後、国からマイナンバー通知書が郵送されるので必ず受け取りましょう。マイナンバーカードの発行が必要な場合は、マイナンバー通知書の中に申請書があるので郵送又はオンラインで申請します。区役所ではできないのでご注意ください。

区役所案内

宿舎	区役所
<p style="text-align: center;">国際嚶鳴館</p> <p>インターナショナルレジデンス山手ノース・サウス 石田記念インターナショナルレジデンス妙見</p>	<p style="text-align: center;">昭和区役所</p>  <p style="text-align: center;">しょうわくあゆちどり 住所：昭和区阿由知通 3-19</p> <p>地下鉄→^{ごきそえき}御器所駅 8番出口 徒歩すぐ 市バス→^{ごきそどおり}御器所通 徒歩1分</p>
<p style="text-align: center;">インターナショナルレジデンス大幸</p>	<p style="text-align: center;">東区役所</p>  <p style="text-align: center;">ひがしくつつい 1ちょうめ 住所：東区筒井 1丁目 7-74</p> <p>地下鉄→^{くるまみちえき}車道駅 1番出口 徒歩15分 市バス→^{ひがしくやくしよ}東区役所 徒歩1分 ^{やまぐちちょう}山口町 徒歩5分</p>

1. Important Points of the Japanese Public Pension System: National Pension System

- (1) All people who are registered to reside in Japan and aged between 20 and 59, irrespective of their nationality, must be covered by the National Pension system and pay contributions by law.
- (2) The public pension systems (including the National Pension system) are designed with a financial intergenerational support mechanism.
- (3) The public pension systems pay not only the old-age pension, but also the disability pension and the survivors' pension when you have unexpected financial difficulties.
- (4) The Japanese government subsidizes part of the pension benefits fund.
- (5) Your public pension contributions are subject to tax deduction as "social insurance contribution".

2. Monthly Contributions

The contribution amount for the National Pension is ¥16,590 per month from April 2022 to March 2023. You can pay your contributions in cash at banks and other financial institutions, post offices, and convenience stores. You can also pay it using automatic bank transmission, the Internet payments or by credit card.

3. National Pension Benefits

(1) Old-age Basic Pension

If you have paid the National Pension contributions for at least 10 years and meet the requirements, the Old-age Basic Pension is paid to you when you become 65 years old.

(2) Disability Basic Pension

The Disability Basic Pension is paid to you if you become sick or get injured while you are covered by the National Pension system and the sickness or injury eventually causes such disability as specified as the Grade 1 or Grade 2 disability.

(3) Survivors' Basic Pension

When an insured person of the National Pension system dies, the Survivors' Basic Pension is paid to his/her dependent spouse taking care of child(ren) or to his/her dependent child(ren).

For more details, please contact JPS Branch Office or National Pension section of your residential municipal office.

Visit JPS website at <https://www.nenkin.go.jp/international/index.html> Japan Pension Service Click

For general inquiries about pension coverage, please call us at;

"Nenkin Kanyusha Dial"	0570-003-004	(local discount rate)
If your phone number starts with 050 please call;	03-6630-2525	(regular rate)

Service hours: 8:30 – 19:00, Monday – Friday
9:30 – 16:00 for second Saturday of a month

Out of service on holidays (other than second Saturday of a month), from 29 December to 3 January

All people aged 20-59, regardless of nationality or length of stay, who have registered address in Japan must be covered by the National Pension system, which is a Japanese public pension system, and must pay contributions by law. If you have financial difficulty in contribution payments, however, you may apply for contribution exemption system or payment postponement system for each year. We examine your application, mainly your past income in Japan. If you are qualified, exemption/postponement is granted.

By taking this procedure, you establish valid coverage periods to be included in the requirement to receive future old age pension as well as today's disability pension in case you accidentally get injured and suffer from disability.

(1) Application for full or partial exemption from contribution payments

You may apply for full or partial exemption for a particular year when each income of you, your spouse (including one not living with you) or household head in the previous year(s) is lower than a certain amount, or if any of you are unemployed. If you are examined to be qualified, the exemption is granted. (Please note that the partial exemption requires you to pay remaining contribution amount; if you fail to pay the remaining amount, the partial exemption period will no longer be valid and result in as non-payment period.)

(2) Application for postponement of contribution payments

You may apply to postpone your payments if you are younger than 50 years (except students) and each income of you or your spouse in the previous year is lower than a certain amount. If you are examined to be qualified, the postponement is granted.

NOTES ON APPLICATION

● Application year

- An applicable one year for exemption or postponement starts in July and ends in next June.
- If you want exemption or postponement to be granted continuously for the following year, basically you need to file application every July.

● Application for past year and current year

- For past years: You can apply for exemption or postponement for the past period retroactively for up to 25 months from the date when you file the application (if you already paid contributions for certain month(s) during the 25 months, the paid contribution however, will not be exempted/reimbursed).
- For current year: When you apply for exemption or postponement for current year, it covers until next June, i.e., if you file the application between January and June, the application covers until June of the same year. One application covers 12 months from July to next June. If you want to apply for exemption for longer period, you need to file more than one application.

Note: You can file application retroactively to cover past 25 months at the longest from the application date. We advise you to file application as early as possible in order to establish past insurance period to be valid. If your application is delayed, it may be possible that it will disqualify you from receiving disability pension.

● Documents we need

If you apply for exemption because of your unemployment, bankruptcy or termination of business, please provide related evidence documents including photocopy of either your certificate of employment insurance benefits "KOYOHOKEN JUKYU SHIKAKUSHA SHO" or your resignation slip for insured persons under the employment insurance "KOYOHOKEN HIHOKENSHA RISHOKUHYO". For details about documents, please contact your residential municipal office or JPS Branch Office.

● Documents we need if you file application using your "My Number"

- If you file the application at our office, please present your My Number card. If you don't have the card, please present one document each in (1) and (2) below;
- If you mail the application to our office by post, please enclose photocopy of both sides of your My Number card. If you don't have the card, please enclose photocopy of one document each in (1) and (2) below;
 - (1) Certified copy of your resident registry showing your My Number, or your My Number notification letter (if name and address are identical as recorded on the resident registry), as proof of the authenticity of your My Number
 - (2) Your driver's license, or passport, or residence card, or any equivalent document, to identify yourself as the true owner of the number

WHERE TO FILE THE APPLICATION

Please file your completed application at your residential municipal office or JPS Branch Office. You may mail your application to the offices by post.

For details, please contact your residential municipal office or JPS Branch Office.

See following page in order to fill in the application form.

How to fill in the form

Sample

Please carefully read this in order to fill out the Application form for National Pension Contribution Exemption / Payment Postponement. Follow the sample entry in red ink to enter specific information in the form, either in Japanese language, English alphabets or numbers (A,B,C,..1,2,3,...). Please note that if the application is incomplete or missing needed data, we need to return your application and ask you to enter data in Japanese, which may cause delay in application processing.

Enter date (yyyy/mm/dd) of application, your address as of the application date, your name in English alphabets as shown on your passport.

Enter your 12-digit "My Number" (your Individual Number in Japan) or 10-digit Basic Pension Number in ④. (For Basic Pension Number, please enter the number aligning to the left.)

Enter your name in ③, your spouse's name in ⑤, and name of head of household* in ⑦ if different person than the two above. (Enter current information if you are applying for exemption / postponement for current year. For application for past year, enter these information as of the final date of the application year, e.g., if you are applying for exemption for 2021, enter each name as of June 30, 2022.)
* Head of your household (usually means the main wage earner of a family) is registered on your Japanese Resident Registry "JUMINHYO".

In ⑪ please enter about your dependent if you, your spouse, or head of household had any dependent family members aged between 16 - 18, as of December 31 of the previous year to the application year. There are three lines: first line is about you, second line for your spouse, third for head of household. For example, if head of your household had one dependent family member, circle head of the third line and circle "あり" (yes) and enter 1 in () on the right.

Basically you need to file an application every July if you want exemption or postponement continuously. However, in order to allow us to prepare for next year for you, please indicate your option in ⑬.
1. If you are granted the full-exemption or postponement this time and if we find you will be still qualified next year, would you want to apply for continuous full-exemption or postponement? If NOT, please circle **希望しません** in the box on the right.
2. Also, if you are granted postponement this year and if we find you will be eligible for full-exemption next year, would you rather want to apply for full-exemption in the next year? If NOT, please circle **希望しません** in the box on the right.
For details, please contact JPS Branch Office or your residential municipal office.

In the first section of the form, you as the insured person and applicant, state that you are applying for exemption or postponement. You also declare here that information about you, your spouse and head of your household is complete and correct. Then you approve and entrust the Japan Pension Service (JPS) and municipal offices to share personal information including income, which are necessary to examine your application.

Enter your telephone number in ②. Circle applicable phone type; 1. for home phone, 2. for mobile, 3. for workplace phone, 4. for other phones.
Enter your date of birth (yyyy/mm/dd) in ④ and enter your spouse's date of birth in ⑥.

If you, your spouse or head of household resided outside of Japan as of January 1 of the application year, please indicate name of country in ⑧. (For example, if you live in Japan as of the application date (July 1, 2022), filing an application for 2022 and you lived in the U.S.A. as of January 1, 2022, please enter your name and "U.S.A.")
Enter your spouse's 12 digit My Number in () if your spouse resides in other address in Japan as of application date (as of June 30, final date of the application year, if applying for the past year).
If you, your spouse, or head of household moved from/to overseas during the application year in ⑩, enter the relevant name, date and country in ⑧. (For example, if you moved to Japan from the U.S.A. on November 1, 2022, please enter "(your name) moved from the U.S.A. on 2022/11/1".)

Enter the year (four digits) for which you want exemption or postponement to be granted in ⑩. One application year covers from July to next June. For example, the application year 2022 covers from July 2022 to June 2023. You can apply for past period retroactively for up to 25 months from the application date. However, if you already paid contribution for some months during the 25 months, the paid contribution will not be exempted/reimbursed.

If you apply for exemption because you, your spouse or head of household became unemployed e.g., resigned a company, please enter the date (yyyy/mm/dd) of following day of resignation, i.e., first date of unemployment in ⑫. Enter your information in the first line, your spouse's on the second line, and head of household's in the third line. If any of you were covered by the employment insurance before resignation, circle "あり" (yes) shown on right side of arrow mark ⇒ and submit evidence document to prove the insurance coverage. (See page 1 for specific documents)

This is a form to apply for NP contribution exemption / postponement.

国民年金保険料免除・納付猶予申請書

日本年金機構理事長 あて 令和2022年 7月 1日
以下のとおり免除・納付猶予を申請します。
また、配偶者および世帯主の記入に漏れがないことを申立てます。
この申請に必要な本人、配偶者および世帯主に関する情報(所得情報、生活保護受給情報等)の提供について、市区町村に同意をします。

様式コード: 4 6 3 5

指定全額免除申請事務取扱者: [] 市区町村: [] 日本年金機構: []

① 個人番号 (または基礎年金番号): [Blank]

② 電話番号: 1. 自宅 2. 携帯電話 3. 勤務先 4. その他. 080 - XXXX - XXXX

③ 被保険者氏名: JOHN SMITH

④ 被保険者生年月日: 5. 昭和 6. 平成 7. 令和. 1990 8 10

⑤ 配偶者氏名: JANE SMITH

⑥ 配偶者生年月日: 5. 昭和 6. 平成 7. 令和. 1990 1 0

⑦ 世帯主氏名: JAMES SMITH

⑧ 特記事項: John Smith, U.S.A. John Smith moved from the U.S.A. on 2022/11/1

⑨ 免除等区分: 1. 全額免除 (保険料全額を免除) 2. 納付猶予 (保険料納付を猶予) 3. 4分の3免除 (保険料1/4納付が必要) 4. 半額免除 (保険料1/2納付が必要) 5. 4分の1免除 (保険料3/4納付が必要)

⑩ 申請期間: 平成 令和. 2022 年度分

⑪ 16歳以上19歳未満の扶養親族: 被保険者: あり(人) なし; 配偶者: あり(人) なし; 世帯主: あり(人) なし

⑫ 特例認定区分 (雇用保険受給状況): 被保険者: 1. 失業 2. 天災等 3. その他; 配偶者: 1. 失業 2. 天災等 3. その他; 世帯主: 1. 失業 2. 天災等 3. その他

⑬ 継続希望: 1. 「全額免除」または「納付猶予」が承認された場合は、翌年度以降も同じ免除区分での免除申請を希望します。希望しない場合は、を○で囲んでください。希望しません; 2. 1を希望した上で、納付猶予が承認された次の年度において全額免除の審査基準に該当する場合は、その年度以降は全額免除を希望します。希望しない場合は、を○で囲んでください。希望しません

⑭ 備考

※ 所得に関する情報について、関係法令に基づき、申告義務がある場合には、正しく申告する必要があります。

1. Important Points of the Japanese Public Pension system: National Pension System

- (1) All people who are registered to reside in Japan and aged between 20 and 59, irrespective of their nationality, must be covered by the National Pension system and pay contributions by law.
- (2) The public pension systems (including the National Pension system) are designed with a financial intergenerational support mechanism.
- (3) The public pension systems pay not only the old-age pension, but also the disability pension and the survivors' pension when you have unexpected financial difficulties.
- (4) The Japanese government subsidizes part of the pension benefits fund.
- (5) Your public pension contributions are subject to tax deduction as "social insurance contribution".

2. Monthly Contributions

The contribution amount for the National Pension is ¥16,590 per month from April 2022 to March 2023. You can pay your contributions in cash at banks and other financial institutions, post offices, and convenience stores. You can also pay it using automatic bank transmission, the Internet payments or by credit card.

3. National Pension Benefits

(1) Old-age Basic Pension

If you have paid the National Pension contributions for at least 10 years and meet the requirements, the Old-age Basic Pension is paid to you when you become 65 years old.

(2) Disability Basic Pension

The Disability Basic Pension is paid to you if you become sick or get injured while you are covered by the National Pension system and the sickness or injury eventually causes such disability as specified as the Grade 1 or Grade 2 disability.

(3) Survivors' Basic Pension

When an insured person of the National Pension system dies, the Survivors' Basic Pension is paid to his/her dependent spouse taking care of child(ren) or to his/her dependent child(ren).

For more details, please contact JPS Branch Office or National Pension section of your residential municipal office.

Visit JPS website at <https://www.nenkin.go.jp/international/index.html> Japan Pension Service Click

For general inquiries about pension coverage, please call us at;

"Nenkin Kanyusha Dial"	0570-003-004	(local discount rate)
If your phone number starts with 050 please call;	03-6630-2525	(regular rate)

Service hours: 8:30 – 19:00, Monday – Friday
9:30 – 16:00 for second Saturday of a month
Out of service on holidays (other than second Saturday of a month), from 29 December to 3 January

All people aged 20-59, regardless of nationality or length of stay, who have registered address in Japan must be covered by the National Pension system, which is a Japanese public pension system, and must pay contributions by law. If you are a student and have financial difficulty in contribution payments, however, you may apply for the Special Payment System for Students. If your previous year's income in Japan is equal to or less than a specified amount, you may apply to be granted a postponement of contribution payments. You need to file an application for each year. By taking this procedure, you establish valid coverage periods to be included in the requirement to receive future old age pension as well as today's pension benefits in case you accidentally get injured and suffer from disability.

〈Who are applicable students?〉

Any student of university (including graduate school), junior college, senior high school, technical college, special vocational school, and other various schools*, whose previous year's income in Japan is equal to a specific amount or less, or who have become unemployed.

* Various schools include schools with one-year courses or longer, which are designated under the School Education law. (It may even include a branch school of foreign university in Japan. For details, please contact JPS Branch Office.)

NOTES ON APPLICATION

● Application year

- An applicable one year for the special payment system starts in April and ends in next March.
- If you want the special payment system to be granted continuously for the following year, basically you need to file application every April.

● Application for past year and current year

- For past years: You can apply for the special payment system for the past period retroactively for up to 25 months from the date when you file the application (if you already paid contributions for certain month(s) during the 25 months, the paid contribution however, will not be reimbursed).
- For current year: When you apply for the special payment system for current year, it covers until next March. One application covers 12 months from April to next March. If you want to apply for the special payment system for longer period, you need to prepare more than one application.

Note: You can file application retroactively to cover past 25 months at the longest from the application date. We advise you to file application as early as possible in order to establish past insurance period to be valid. If your application is delayed, it may be possible that it will disqualify you from receiving disability pension.

● Documents we need

- Photocopy (A4 size paper) of one or both sides of your student ID card "GAKUSEISHO" or original certificate of student status "ZAIGAKUSHOMEISHO", showing period of school attendance (dates of entrance and expected graduation), grade, and if any, student ID card expiration date.
- If you apply for the special payment system because of your unemployment, bankruptcy or termination of business, please provide evidence documents including photocopy of either your certificate of employment insurance benefits "KOYOHOKEN JUKYU SHIKAKUSHA SHO" or your resignation slip for insured persons under the employment insurance "KOYOHOKEN HIHOKENSHA RISHOKUHYO". For details about documents, please contact the residential municipal office or JPS Branch Office.

● Documents we need if you file application using your "My Number"

- If you file the application at our office, please present your My Number card. If you don't have the card, please provide one document each in (1) and (2) below;
- If you mail the application to our office by post, please enclose photocopy of both sides of your My Number card. If you don't have the card, please enclose photocopy of one document each in (1) and (2) below;
- (1) Certified copy of your resident registry showing your My Number, or your My Number notification letter (if name and address are identical as recorded on the resident registry), as proof of the authenticity of your My Number.
- (2) Your driver's license, or passport, or any equivalent document, to identify yourself as the true owner of the number. Your student ID card and health insurance certificate **as one set** is also acceptable.

Note: When you enclose a photocopy of health insurance card (including National Health Insurance, Employees' Health Insurance, Seamen's Insurance, Mutual Aid Association system, or Medical Care Systems for the Elderly aged 75 and over), please completely cover up your insurance number and code and insured person's number with black ink so that the numbers are not readable and cannot be retrieved.

WHERE TO FILE THE APPLICATION

- Please file your completed application at your residential municipal office or JPS Branch Office. You may mail your application to the offices by post.
- If your school is designated as an SPSS entrusted judicial person "GAKUSEI NOFU TOKUREI JIMU HOJIN" to assist the application, you may delegate application procedure. Please ask your school about it.
- Please keep page 3 of the completed application. It is your copy.

See following page in order to fill in the application form.

How to fill in the form Sample

Please carefully read this in order to fill out the Application form for the Special Payment System for Students. Follow the sample entry **in red ink** to enter specific information in the form, either in Japanese language, English alphabets or numbers (A,B,C,...and 1,2,3,...). Please note that if the application is incomplete or missing needed data, we need to return your application and ask you to enter data in Japanese, which may cause delay in application processing.

In the first section of the form, you as the applicant, state that you are applying for the Special Payment System for Students. You also declare here that information about you, including previous year's income are complete and correct. Then you approve and entrust the Japan Pension Service (JPS) and municipal offices to share personal information including income, which are necessary to examine your application.

Enter your 12-digit "My Number" (your Individual Number in Japan) or 10-digit Basic Pension Number in ①. (For Basic Pension Number, please enter the number aligning to the left.)

Enter your name in ③.

Enter the year for which you want the special payment system (payment postponement) to be granted in ⑤. One application year covers from April to March. For example, if you apply for year 2023, enter 2023. 4. and 2024. 3.

You can apply for past period retroactively for up to 25 months from the application date, as long as you are aged 20 and older and a student in the period. However, if you already paid contribution for some months during the 25 months, the paid contribution will not be reimbursed.

You can apply for past period retroactively for up to 25 months from the application date, as long as you are aged 20 and older and a student in the period. However, if you already paid contribution for some months during the 25 months, the paid contribution will not be reimbursed.

Enter year/month when you entered the university or school and expected year/month of graduation in ⑥.

《IMPORTANT》 Please indicate your income of previous year to the application year in ⑪. Circle 1. if no income, 2. if income is ¥1,280,000 or less, or 3. if income is over ¥1,280,000.

Note: Income here means your earnings minus necessary costs in Japan. If you haven't filed tax or you don't know, please consult your residential municipal office.

If you moved from/to overseas during the application year in ⑤, enter the date and name of the country you moved from/to in ⑬. For example, if you moved to Japan from the U.S.A. on April 1, 2023, please enter "Moved from the U.S.A. on April 1, 2023".

Please provide a photocopy (A4 size paper) of one or both sides of your student ID card "GAKUSEISHO", or original certificate of student status "ZAIGAKUSHOMEISHO", showing period of school attendance (dates of entrance and expected graduation), grade, and if any, student ID card expiration date.

This is a form to apply for the Special Payment System for Students.

様式コード
4 6 2 3

国民年金保険料学生納付特例申請書

日本年金機構理事長 あて 2022 年 4 月 1 日
令和 年 月 日
以下のとおり学生納付特例を申請します。
また、前年所得の記入内容に誤りがないことを申し立てします。
この申請に必要な個人番号(マイナンバー)や基礎年金番号(基礎年金番号)等の確認に
年金機構に委託

学生納付特例事務法人等 市区町村 日本年金機構

〒 123 - 4567
TOKYOTO, SUGINAMIKU, TAKAIDONISHI, 1-2-3

住所: Your address
Your name
被保険者氏名: JOHN SMITH

基礎年金番号(10桁)で申請する場合は「①個人番号(または基礎年金番号)」欄に左詰めで記入してください。
Your date of birth

基本情報

① 個人番号 (または基礎年金番号) Blank

② 生年月日 5. 昭和 7. 平成 1990 年 8 月 10 日
Your phone number
1. 自宅 2. 携帯電話 3. 勤務先 4. その他
④ 電話番号 080 - XXXX - XXXX

③ 氏名 (フリガナ) Your name
JOHN SMITH

Year for application (from/to)
⑤ 申請期間 (学生納付特例を受けようとする期間) 平成 2023 年 4 月から 平成 2024 年 3 月まで
令和 年 月 日 令和 年 月 日

⑥ 在学予定期間 (入学年) 平成 2023 年 4 月から 平成 2026 年 3 月まで
令和 年 月 日 令和 年 月 日

⑦ 学校の名称 Name of university / school ABC University

⑧ 学校の所在地 Address TOKYO 都 府 SUGINAMIKU, XX-CHO

⑨ 学生の区分 Student category
① 学生(学位あり) ④ 研究生 「1. 学生(学位あり)」以外は学生納付特例
② 通信制・通信課程 ⑤ その他 制度に該当しない場合がありますので、あらかじめご了承ください。
③ 科目履修生 ()

⑩ 学生証の有効期限 Expiration date of student ID card
平成 2026 年 3 月末日まで有効 ※学生証に有効期限の記載がない場合は、記入不要です。
令和 年 月 日

⑪ 前年所得 Previous year's income
1. なし 2. あり(※128万円以下) 3. あり(※128万円超) ⇒ 16歳以上19歳未満の扶養親族【あり()・なし】
万円に読み替えてください。

⑫ 特例認定区分 (特例認定) 1. 失業 平成 年 月 日 ⇒ 雇用保険加入(あり・なし) 2. 天災等 3. その他()
令和 年 月 日

⑬ 備考 Moved from the U.S.A. on April 1, 2023

※ 所得に関する情報について、関係法令に基づき、申告義務がある場合には、正しく申告する必要があります。

市区町村確認欄 学生証確認済

【留意事項】
○学生証のコピーをA4判で添付してください。
○学生証裏面に有効期限、学年、入学年月日の記載がある場合は裏面のコピーも必要です。
○在学証明書を添付される場合は、学生証のコピーは必要ありません。

Enter date (yyyy/mm/dd) of application, your address as of the application date, your name in English alphabets as shown on your passport.

Enter your date of birth (yyyy/mm/dd) in ②.

Enter your telephone number in ④. Circle on applicable phone type; 1. for home phone, 2. for mobile, 3. for workplace phone, 4. for other phones.

Enter name of your university or school in ⑦.

Enter address of your university or school, including prefecture, city and town in ⑧.

Circle on applicable category of students in ⑨; 1. for student (degree to be granted at graduation), 2. for correspondence course, 3. for credited auditor "KAMOKU RISHUSEI", 4. for research scholar, 5. for others.

Enter year/month of your student ID card expiration date in ⑩, if available.

If you apply for the special payment system because you became unemployed, e.g., resigned a company, please enter the date (yyyy/mm/dd) of following day of resignation in ⑫.

If you were covered by the employment insurance before resignation, circle "あり" (yes) shown on right side of arrow mark ⇒ and submit evidence document to prove the insurance coverage. If not covered, just circle "なし" (no). (See page 1 for specific documents)