

Tsukuba City Hall

What you need to do when moving to Tsukuba City

[Go to Tsukuba City Hall]

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| Location | Citizen Services Division located on the 1st floor of Tsukuba City Hall 1-1-1 Kenkyu Gakuen, Tsukuba (Please see the attached information about Tsukuba One-Stop Inquiry Desk for Foreign Residents.) About 7 minutes walk from Kenkyu Gakuen Station of Tsukuba Express |
| Staffed service hours | 8:45 am - 4:30 pm (Mon - Fri) Closed:Holiday *March 25 to April 5 from 8:45 am to 5:15 pm (Mon-Fri) |

[Main procedures you need to complete at the City Hall]

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| Moving in (Procedures to register yourself as a resident of Tsukuba City) | [Location] Counter #16 - 18 [What to bring] Your residence card and passport [Due date] Within 14 days of moving into the city |
| National Health Insurance (Procedures to join the National Health Insurance) | [Location] Counter #8 [What to bring] Your residence card and passport [Due date] Within 14 days of moving into the city |
| National Pension (Procedures to join or opt out of the National Pension) | [Location] Counter #6 [What to bring] Residence card and student ID [Due date] Within 14 days of moving into the city |

[Request from Tsukuba City]

Every year, the city hall is very crowded from mid-March to early April. Please avoid the crowded period where possible and do not forget to bring all the necessary documents for procedures when you come to the city hall.

We also ask you to come to the City Hall in the morning if you are a group of 5 or more, or if you need your health insurance card immediately because you need to go to a healthcare facility or other reason. If you wish to complete all the above procedures on the same day, please come to the City Hall by 3 pm.

2024 Crowded Forecast Calendar



Only Available in Japanese

[Step by step procedures]

- Move-in procedures

1. Fill in a form called *Juminhyō Idō Todoke* (resident relocation notification)

Forms are available in each resident hall of the university. Please see an example form to fill it in.

2. Take a number.

- ① Find a ticket dispenser and select your preferred language at the bottom of the screen.
- ② Select the option "Moving in , Moving inside Tsukuba , etc ⑩~⑱".
- ③ Take a number from the dispenser and take a seat near counters #15 - 18 until you are called.

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3. You will be called by number.

- ① You will be called by number to come to the counter #15 - 18.
 - * The waiting time could be as long as 1 - 2 hours during busy times.
 - * You may go out while waiting for your turn. You can scan the code on the right and see how many people are waiting before you.
- ② Show your number to a staff member when your number is called.

4. Hand in the documents.

The staff member will take the completed form and residence card from you.

5. You will be registered as a resident.

Please wait in the lobby until the procedures are completed which will take about 30 minutes to 1 hour. You may go out while waiting for the registration process. When you come back to the City Hall, please show your number to a staff member.

6. End of procedures

The staff member will return your residence card. Your new address will be indicated on the back of your card. Make sure your address is correct.

*** Once your current address is printed on the back of your residence card, you can move to the following steps. Please note that without the address on the back of your card, you will not be able to start the following procedures.**

● Procedures for the National Health Insurance

Everyone who resides in Japan is required to join and pay for an insurance scheme. For most of you, the National Health Insurance will be the only option.

You do not have to do anything to join the National Health Insurance because by completing the move in procedures above, you will be automatically included by the National Health Insurance.

The insurance card will be sent to you by post approximately one week later. Please check the envelope is addressed to you before opening it. Once you have your insurance card, you can use the card at healthcare facilities. The insurance will cover 70% of your medical cost.

< If you need your insurance card soon >

Come to the City Hall in the morning so that we can issue your health insurance card on the spot.

After completing the move in procedures above, find the ticket dispenser near the counter #8 and select your preferred language. Then select the option as follows; "National Health Insurance/Insurance for people aged 75 and over" > "National Health Insurance"> "Join/Leave/Notify Change of National Health Insurance". Take a number and take a seat around the counter #8. You will be called by number.

In the following month, you will receive a blue envelope by post including a National Health Insurance Tax payment slip. You can use the payment slip to pay your insurance tax at a convenience store or bank.

● Procedures for the National Pension (Procedures to join or opt out from the National Pension)

Everyone aged 20 or older who resides in Japan is required to join and pay for the National Pension.

However, there is an exemption scheme for students. Take a number from the ticket dispenser near the counter #8 by selecting "⑥Pension">"National Pension" and take a seat near the counter #6. You will be called by number.

▼Scan the code to see how many people are waiting.



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Note

★ If you have any questions regarding these procedures or other matters, please contact Tsukuba One-Stop Inquiry Desk for Foreign Residents (029-883-1313).

The official website of Tsukuba City is partially translated into English, Chinese, Korean and plain Japanese. The official website can also be machine-translated into 9 languages (English, Simplified Chinese, Traditional Chinese, Korean, Spanish, Portuguese, Vietnamese, Indonesian and Thai) using Google Translate.

