

JP CAMPUS

First 14 Days in Japan Workbook

Airport → ward office → insurance → phone → bank.

English edition · 2026

What this is

A printable pack for the first two weeks after you land: Residence Card, 14-day address registration, National Health Insurance, phone number, and a first bank account. Fill blanks as you go. Bring it to school orientation or the ward-office counter.

What this is not

Not a government form. Not a promise that any bank, SIM shop, or counter will accept you on a given day. JP Campus does not register your address, open accounts, or file immigration papers for you.

The usual legal clock: register your address at the city/ward office within 14 days after you settle at your residence in Japan. Your school's orientation may be earlier — do both. Do not email copies of your Residence Card to jpcampus.net.

jpcampus.net · Independent study-in-Japan information site
Residence procedures: [moj.go.jp/isa](https://www.moj.go.jp/isa) · Local office: your city/ward website

0. How to use this workbook

Tick as you finish each step. Write addresses exactly as on your lease. If a counter and this book disagree, follow the counter and your school's international office.

- Carry your Residence Card (在留カード) every time you leave home. It is your everyday ID.
- Do not laminate, punch, or write on the card except where an official does.
- Keep passport + card + lease in one pouch for the ward-office visit.

JP Campus (jpcampus.net) is an independent information site, not a city office, bank, or school. Nothing here is a prediction of what a clerk will stamp.

Landing date in Japan

Address I will register (copy from lease / dorm letter)

School + international office phone / email

Ward / city office name (区役所 / 市役所)

1. Day 0 — airport

At major airports (Narita, Haneda, Kansai, Chubu and others that issue on arrival), you usually receive a Residence Card when you pass landing inspection. At some smaller ports it is mailed later — follow what the officer tells you.

- ☐ Passport + visa / COE presented; landing permission received
- ☐ Residence Card in my hand (or I was told it will be mailed)
- ☐ Name on the card matches my passport spelling

Permission to work part-time (資格外活動許可)

A student status does not automatically allow a job. Many students apply at the airport for permission to engage in activity other than that permitted. If granted, a stamp or sticker is put on the back of the Residence Card. Without that permission, paid work is not allowed. If you skip it at the airport, ask your school how to apply at a regional immigration office before you start any job.

- ☐ I applied for the work-permission stamp at the airport — or I will apply later before working
- ☐ I can see the permission on the back of the card (or I have a receipt / next step written)

Typical student limit after permission: up to 28 hours per week in term time; longer days only during the school's official long holidays. Forbidden work includes the adult entertainment industry. Your school and immigration have the current rules — confirm before you accept a shift.

Airport I landed at

Card number (last 4 digits only — do not publish the full number online)

2. Day 1–2 — phone, cash, address

You need a way to be contacted, cash for the first days, and the Japanese address written the way the ward office expects (prefecture, city, chome, ban, go, building, room).

Break the phone ↔ bank loop

A full carrier contract often wants a Japanese bank account. A bank often wants a Japanese phone number (070 / 080 / 090). For week one, many students use an eSIM or MVNO that accepts a foreign card or convenience-store payment, with a real voice number — not data-only.

- ☐ Unlocked phone + eSIM or physical SIM with a voice number
- ☐ I can receive SMS / calls at this number
- ☐ IC card for trains (Suica / PASMO or local equivalent) loaded with cash
- ☐ I know the walk from station to dorm / share house

My Japanese phone number

SIM / eSIM provider (name only)

Address practice (write twice)

Address in English / romaji as on lease

Address in Japanese if printed on the contract

If you stay in a hotel or Airbnb first, the 14-day clock is about the residence you actually live at. Register when you move into the dorm or apartment, not the tourist stay — ask your school if you are unsure.

3. Ward office — within 14 days

Go to the city hall or ward office that covers your address (市役所 / 区役所). Ask for moving-in / resident registration (転入・住民登録). Staff print the address on the back of the Residence Card. Without that, banks and many phone shops will send you away.

Bring

- ☐ Residence Card
- ☐ Passport
- ☐ Lease, dorm permit, or school housing letter with the full address
- ☐ Student ID or admission / enrolment letter
- ☐ Phone number they can write on the form
- ☐ Optional: hanko (seal) — many offices accept a signature; bring one if you have it

At the counter

- ☐ I took a ticket for moving-in / 転入
- ☐ Address on the card back matches my lease
- ☐ I asked where to go next for National Health Insurance in the same building

Office name + floor / window

Date I registered

Opening hours I confirmed (weekday mornings are safer)

While you are there, you can usually buy copies of your juminhyo (住民票) — a residence certificate. Banks and landlords often want a recent original. Ask the price at the desk (often a few hundred yen per copy).

- ☐ I requested ____ copies of juminhyo (write number)

4. National Health Insurance + pension

After resident registration, the same building usually has National Health Insurance (国民健康保険) and National Pension (国民年金) windows. Enrolment in NHI is the normal path for students who are not on a school/company plan. You typically pay 30% of listed medical costs when you show the insurance card at a clinic.

- ☐ NHI counter: I enrolled / I was told the card will be mailed
- ☐ I told them I am a student and asked about first-year premium reduction (rules vary)
- ☐ I know whether I pick up the card today or wait for mail

National Pension — student special provision

Residents aged 20–59 are generally in the National Pension. Students can often apply for the Special Provision for Student Payments (学生納付特例) to postpone premiums while enrolled. This is not automatic every year — you usually re-apply (often around the new academic year). Ask the pension window for the current form. JP Campus cannot calculate your premium.

- ☐ I am under 20 — pension window not needed yet (confirm)
- ☐ I applied for student special provision / I was told I will get papers in the mail
- ☐ I wrote the renewal month in my calendar

NHI card: received on site / expected mail date

Pension: applied / not yet / not applicable

5. My Number (individual number)

After you have a resident record, you are assigned a 12-digit Individual Number. A paper notice (個人番号通知書) is often mailed weeks later. That paper is not a photo ID. The plastic Individual Number Card (マイナンバーカード) is a separate application — useful later for some tax / convenience-store certificates. Keep the number private; employers and banks may ask for it with your Residence Card.

- ☐ I know mail will come to the address on my Residence Card
 - ☐ Dorm mailbox / name plate is set so government mail is not returned
 - ☐ I will not post a photo of the notice online
- Date I received the number notice (fill later)

I applied for the plastic card? Yes / later / skip for now

6. Phone contract (after you have an address)

A short-term eSIM can get you through week one. A longer Japanese plan may need the address on the Residence Card plus ID. Data-only SIMs still fail many bank forms because they have no 070/080/090 number.

- ☐ I still have a working voice number
 - ☐ If I switch SIMs, I told the school / bank the new number
- Plan I will keep after week two
-

7. First bank account

You usually need: Residence Card with address printed, passport, student ID or enrolment certificate, and a Japanese phone number. Name spelling must match the card. Many large banks treat new arrivals strictly for the first months. Japan Post Bank (ゆうちょ銀行) is a common first stop for students — still confirm at the branch near your home or campus. Hours are often weekday 9:00–15:00.

- ☐ Address is printed on the Residence Card
- ☐ I have a voice phone number
- ☐ Student ID or 在学証明書 from school
- ☐ I chose a branch near home or campus
- ☐ Katakana spelling of my name is decided (ask school if unsure)
- ☐ 4-digit PIN chosen (not birthday / 1234)

If they ask	I will bring / say
Why this branch?	I live / study nearby: _____
How long in Japan?	Landing date: _____
Cash card delivery	I can receive registered mail at: _____

Bank + branch I used

Passbook received on site? Card expected in mail on

International wires to a Japanese account can be expensive. Many students later use a licensed remittance service into the local account. Compare fees yourself; this book does not endorse a provider.

8. 14-day calendar

Rewrite dates to match your flight and school orientation. Tick when done.

When	Task	Done
Day 0	Residence Card + consider work-permission stamp	☐
Day 0-1	Travel to housing; write full address; eSIM / SIM with voice	☐
Day 1	School orientation if scheduled; ask where the ward office is	☐
Day 2-7	Ward office: address on card + NHI + pension question + juminhyo	☐
Day 3-10	Bank (after address + phone); watch for cash-card mail	☐
Day 7-14	Utilities / Wi-Fi as your landlord listed; tell school your number	☐
By day 14	Address registered; I can show card back + NHI status	☐

Carry every day

- ☐ Residence Card
- ☐ Passport until I know I only need the card for that errand
- ☐ NHI card or the receipt that it is coming
- ☐ School emergency number

Do not

- ☐ Start paid work without the permission stamp / approval
- ☐ Ignore a letter from city hall, pension, or bank
- ☐ Let someone photocopy my card for a random job chat without the school's guidance

9. Where to check (official + school)

- Your school international office — orientation pack beats any website.
- Immigration Services Agency — residence card / mid- to long-term resident: <https://www.moj.go.jp/isa/>
- Your city or ward office English page — search “[city name] ward office foreign resident”.
- JP Campus settlement guides (information only, not forms):
- <https://jpcampus.net/guide/residence-card>
- <https://jpcampus.net/guide/ward-office>
- <https://jpcampus.net/guide/bank-seeed>
- <https://jpcampus.net/guide/sim-card-guide>
- <https://jpcampus.net/guide/my-number-card>

Edition: English, 2026. Premiums, bank rules, and office hours change. If this page disagrees with the clerk, follow the clerk.

Final box — end of day 14

- ☐ Address is on the back of my Residence Card
- ☐ I am enrolled in NHI or I have a written next step
- ☐ I have a Japanese phone number my school can call
- ☐ I have a bank path started, or a dated appointment
- ☐ I did not send ID scans to jpcampus.net

Notes for school orientation (questions still open)
