2013 Information Packet

Kumamoto
Prefectural Advisors

for Returning JETs
Dear Departing JETs,

The seasons are changing, and with the end of spring and the start of summer, your time on JET will soon come to an end. Many of you have no doubt started to turn your thoughts towards preparations for home.

This guide contains information sourced from the General Information Handbook, the PA Handbook, government institutions, and materials prepared by Programme Coordinators and PAs from other prefectures. We hope that the information and guidance in this packet is useful and helps you in your preparations to either leave Japan or stay on in the country to do something new.

Your last months on the JET program can be an emotional experience. Whether you can’t wait to start something new or feel apprehensive about what comes next, please let us know if you have any further questions or simply want to talk to someone about something.

Thank you for your contribution to the JET Programme in Kumamoto Prefecture. We wish you the very best of luck on the next leg of your journey.

All the best,

Marie and Jason
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Countdown

A Look Forward at the Next Few Months

May

• Get Started: Start going through your apartment and decide what you will take back, what you will sell, what you will give away, and what you will discard. Start saving money to cover your flight home (your contracting organization may require you to pay first and then be reimbursed), your local inhabitant’s tax and miscellaneous payments that may come up as a result of moving out of your apartment.

June

• Contact your successor: JETs will learn about their placements anytime from late May/early June to early July. As soon as you know who your successor is, sort out arrangements for payment of items to be sold and get the ball rolling on handing over the apartment, etc. Fill out the Essential Information for Incoming JETs form and send it to your successor. You should refrain from discussing specifics about your contracting organization or the terms and conditions of your contract until your successor receives their contract and other information from your contracting organization.

• Ship things home: If you will be shipping any items back to your home country, make arrangements NOW. Start sending items that will take longer to reach your destination, such as books and winter clothing.

• Start the moving out process: You must inform your landlord at least one month in advance of the day that you plan to vacate your apartment. If your successor is moving into your apartment, make arrangements so that rent payments for July will be divided fairly.

• Get paperwork in order: Start organizing bills and other finances for your supervisor’s, or proxy’s, reference.

• Visa affairs: If you’re applying for an extension visa, start processing the necessary paperwork. See pages 36-38 for more information.

July

• Start writing thank you letters and saying goodbyes.

• Organize to have your mail forwarded at the post office (see p. 19).

• Tie up loose ends regarding your pension refund: Finalize details on who will serve as your proxy with bill payments and pension refunds. Leave your contact information with him or her. Inform utilities of your shutoff dates and arrange payment.

• Show your successor around: If you are still here when your successor arrives, take care of things such as transferring your phone line, internet service, etc. Show them around and help them get settled in their new home. After all, who knows it better than you?
Selling Things to Your Successor

Things to consider when selling items to your successor:

- **Always deal in Japanese yen**: Your successor and you both reside in Japan and the exchange of goods will take place in Japan. Dealing in yen is therefore justifiable and will save you a great deal of grief over exchange rates, etc. (especially if your successor is not from your home country).

- **Be honest about prices**: Remember, you are part of a community and it is your responsibility not to profit off your successor. Do not exaggerate the price or condition of items. Be aware that the items that you are selling are used and that the prices you offer should reflect the goods’ current worth. Try to recall how overwhelming it was to be moving to a new country and try to be accommodating to the needs of your successor.

- **Organization matters**: Make a precise list of all items. Find the receipts of large items, such as a car, telephone or big appliances and have them available to aid negotiations.

- **A picture is worth a thousand words**: Photos are invaluable in the negotiation process. Send color photos of what your apartment, car and goods look like, ASAP.

- **Keep it short and sweet**: If possible, wait until you can meet your successor, so you can personally negotiate a price and come to a deal quickly. Don't let negotiations stretch out for a long period of time.

Alternatives to selling unwanted items to your successor:

If your successor is not interested in purchasing an item, don’t pressure them to buy. There are plenty of alternatives available to you for getting rid of items that you cannot or do not want to take with you.

- **Second hand stores**: There are second hand stores all over Kumamoto that specialize in the resale of used goods. Many of them will buy anything from electronics and gaming consoles to clothing and books.

- **Sell to other JETs/Kumamoto residents**: Most of the considerations listed above apply. Also, the Buy/Sell/Swap/Barter/Trade forum on the KumamotoJET website is a great way to find potential buyers. You can also use the Kumamoto JET Google Group by sending your message to kumamoto-jet@googlegroups.com.

- **Throw them out**: See section entitled “Cleaning Your Residence” (p. 7)
## Successor Information
### What to Leave & What Not to Leave

#### DO Leave:

- **Map of your local area**
  Be sure to mark the location of your residence, supermarkets, convenience stores, pharmacies, public transportation, restaurants, etc.

- **Local bus and/or train schedules**
  If you live in Kumamoto City, tram routes and times are also helpful.

- **Emergency and work numbers**

- **Instructions for appliances**
  Printed instructions with pictures, or a well placed array of sticky notes can do wonders.

- **Information about nearby doctors, dentists, emergency rooms, etc.**
  A list of what, if any, doctors NOT to visit can also be invaluable to incoming JETs.

- **Explanation of the local garbage collection system**

- **Copies and explanations of utility bills**
  A copy of your bills with any sensitive private information blacked out and translations can help with the initial confusion of interpreting and paying bills.

#### Do NOT Leave:

- **Rubbish**
  (See "Cleaning Your Residence" on p. 7)

- **Clothing/personal belongings**

- **Items sold to other JETs**
  If you sell items to reappointing JETs, arrange to have the item removed from your apartment before your successor arrives.

- **CLAIR study materials**
  Your successor will receive materials from CLAIR upon applying to take a correspondence course.

- **Cosmetics/toiletries**
  These things can be purchased once your successor arrives in Japan and often become an unintended burden on your successor.

When in doubt about an item you are thinking about leaving to your successor, ask them whether or not they would like you to leave them the item in question.
Successor Information

Cleaning Your Residence

Advice for Cleaning Your Place

1) **Start early:** Remember that certain types of garbage are collected as infrequently as once a month. The garbage you will need to dispose of in your last days on JET will vary in size and type. Therefore, it is important to give yourself at least a month to dispose the rubbish in your apartment. If there is still a bit of garbage remaining in your apartment when you vacate...

2) **Sort any remaining garbage:** Any garbage that you cannot dispose of in time for your departure should be sorted and labeled for your successor. This will allow your successor to more easily dispose of rubbish that cannot be collected before you vacate the apartment.

3) **Just Do it:** Cleaning an apartment before you vacate is a common courtesy that is expected of you in any culture. Your successor will likely be suffering from jet lag when they arrive, and may even be experiencing a bit of culture shock, as well. Having a clean place to call home immediately upon arriving can make all the difference in their first few weeks.

The stuff you can’t do yourself:

**Professional Cleaning (ハウスクリーニング):**
Some contracting organizations may require you to have your apartment professionally cleaned as a matter of protocol, if your apartment is extremely dirty, or if there are parts of your apartment that you cannot clean yourself.

**Futon/Bedding:**
Ask your supervisor if your successor will be receiving a new futon or set of bedding, or if you will need to have your futon dry cleaned.

**Repairs:**
Notify your contracting organization of any damage to your apartment. Be prepared to pay for repairs to doors, tatami, etc.
So you have gone through all of the possessions that you have accumulated while in Kumamoto and decided which things you simply cannot live without. Unfortunately, the things you cannot live without do not seem like they will fit in a large suitcase and a single piece of carry-on luggage. You may also find yourself wondering how on earth you will get all of your luggage to the airport. What is a soon-to-be-ex-JET to do?

Well, worry not, because you have several options for sending your things to your new residence or home country, as well as options for getting your things to the airport should you need to do so.

**Post Office (p. 9-10):**

This is the best option for those who do not have that much to send. The Post Office also offers heavily discounted rates for those sending books and other printed materials.

**Private Shipping Services (p. 11-12):**

Those that need to send dense, oddly shaped or fragile items may want to consider enlisting the services of a private shipping company.

**Takyuubin Service for Luggage (p. 12):**

If you anticipate having a hard time getting all of your luggage to the airport, these services are an affordable, convenient way of sending your bags ahead of you to the airport or the hotel you are staying at before you depart.
It is best to leave your parcels unsealed when bringing them to the post office, as postal service staff will often inspect the contents of international mail. You must fill out an international parcel label which functions as a combination invoice, customs declaration, and address label. It is crucial that you look up customs restrictions with the embassy of the destination country before you ship items, or risk being fined, or worse, having items confiscated en route.

Make sure that you take appropriate measures when packing fragile items, such as using bubble wrap and sturdy boxes. A good mental test is to imagine your parcel being dropped from waist height onto concrete, which is not as uncommon an occurrence as you may want to think!

General Mail

Airmail (Koukuubin): This is the fastest option you have, but will cost you the most money. Those sending items that are relatively time sensitive may want to bite the bullet and send their items via airmail.

Economy Air (SAL): This option is less expensive than airmail, but items shipped via economy air usually take around 2-5 Weeks, depending on the destination country. SAL stickers should be attached on the upper left hand corner of your parcel.

Surface Mail: This is the cheapest, but slowest option. Mail sent by surface mail can take up to 2-3 months to arrive at your doorstep.

Printed Materials

Sending books by regular international mail can be extremely costly due to the dense nature of printed materials. The Japan Postal Service offers shipping of printed materials at a sharply reduced rate, making it one of the cheapest ways of getting your literary collection home. When taking advantage of this service please keep the following in mind:

- Packages should be marked “PRINTED MATTER” or “IMPRIME.”
- Parcels marked in this manner should contain ONLY printed materials. The Postal Service may x-ray or inspect parcels by hand to ensure that boxes marked “IMPRIME” contain no other items. If they find any items not classified as “printed matter,” you will be charged the rate for regular mail upon delivery, which will result in a MUCH larger cost to you. To avoid this, keep your printed matter parcels unsealed until a postal clerk has checked the contents.
- Not all post offices branches will do this. Please confirm or ask your supervisor to help you find the nearest post office that offers this service.
- You may send a 5 kg box of printed material, or procure a “M-bag” (720mm x 1070mm flat bag) at the post office, which can be used in conjunction with boxes to send up to a maximum of 30 kg of printed material at once.

Japan Postal Service Website

For more information on shipping options and prices offered by the Japan Postal Service, please refer to their English website:

http://www.post.japanpost.jp/int/index_en.html
Shipping – Japan Postal Service (2)

 Parcel Size

Packages sent by international post are subject to strict size and weight limits, which will differ according to the packages’ destination. Size limits for packages do not merely restrict the total volume of packages, but also the package’s dimensions. For your reference, we have outlined the two standard restrictions (A and B) below. If in doubt, please check with the post office to confirm which restrictions apply to you, and whether the box you plan on using meets regulations.

![Parcel Size Diagram]

Insurance

All international mail, regardless of shipping method (Air, SAL or surface mail) can be insured upon request. The cost of the insurance may not exceed the value of the package. The maximum compensation in the event of loss or destruction of ensured international packages is ¥31,230 for items that weigh 30kg.

The first ¥20,000 value of your package costs ¥400 yen to insure, and each ¥20,000 thereafter will cost you ¥50.

Be sure to keep receipts or photos of items that you insure and send internationally, as it is almost impossible to make an insurance claim without a way to verify the value of lost or destroyed.

Discount

You receive a 10% discount if you mail ten or more packages at a time. If you send 20 packages or more, you receive a 20% discount. This discount will be applied even if you send packages to different destinations in the same shipment.
Using a private shipping company may be ideal if you have large quantities of belongings or oddly-shaped items to send home. Services offered and how willing or able a company will be to provide customer service in English will vary widely by company.

Here is some advice to keep in mind before and after you have chosen a company to ship your things:

1. **Start early.**

   Give yourself plenty of time to shop around and find the service that is right for you. Be sure to confirm information such as size restrictions, prices, schedules, container space, and any other available services offered. Once you have chosen a company, it is best to give them as much advanced notice as possible. Shipping companies prefer that you contact them 2-3 months in advance of the shipping date, with 1 month notice being the absolute minimum.

2. **Pack dense**

   Remember, freight prices are usually calculated by volume, not weight, so it is better to send heavy items in smaller boxes by freight while leaving less dense parcels to the Japan Postal Service. The base shipping unit for most companies is a cubic meter.

3. **Ask about insurance**

   Insurance coverage is offered by all shipping companies, but restrictions may vary depending on the company you choose. Many shipping companies do the packing for you, so it is important for you to check what is excluded from a company’s insurance policy. Be sure to ask about the deductible (the amount for while you are liable before the coverage takes effect) and where the insurance is payable. Keep in mind that if you claim against a company in Japan, you may spend more time and money than you receive in compensation. Make sure your items are well-recorded with descriptive lists (including model and serial number, etc.), photos, estimates, and receipts to make for a faster and smoother insurance claim. Keep the originals of these records and send copies to relatives or a friend at your items’ destination. And remember, it is always better to bring your most valuable possessions with you when you leave Japan to avoid a heartbreaking shock upon opening shipped packages.

4. **Pack smart**

   Be sure to include a card with your name, phone number, and destination address in case your boxes get damaged or destroyed and you need to be contacted. Fragile items should be packed in several layers of bubble wrap, and placed in the center of boxes labeled “FRAGILE” in English and “割れ物注意” (waremono chuui) in Japanese.
Below is a table containing the names and contact information of recommended shipping companies. All of these companies have an English website and English speakers available. Please note that the PAs take no responsibility for the claims made at the websites below, nor can we take responsibility for damage to or loss of shipped items that result from selecting one of the companies listed below. Choosing a shipping method is ultimately the sole responsibility of the JET participant.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Information</th>
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<tr>
<td>Economove Japan</td>
<td>Toll-free:0120-981-862 Email: <a href="mailto:jet@economovejapan.com">jet@economovejapan.com</a> URL: <a href="http://www.economovejapan.com">http://www.economovejapan.com</a></td>
</tr>
<tr>
<td>Econoship</td>
<td>Toll-free: 0120-222-111 Email: <a href="mailto:info@econoship.net">info@econoship.net</a> URL: <a href="http://www.econoship.net">http://www.econoship.net</a></td>
</tr>
<tr>
<td>Japan Luggage Express</td>
<td>Toll-free:0120-480-081 Email: <a href="mailto:info@jluggage.com">info@jluggage.com</a> URL: <a href="http://www.jluggage.com">http://www.jluggage.com</a></td>
</tr>
<tr>
<td>Nippon Express</td>
<td>Toll-free: 0120-150-422 Email: <a href="mailto:moving@nittsu.co.jp">moving@nittsu.co.jp</a> URL: <a href="http://www.nipponexpress.com">http://www.nipponexpress.com</a></td>
</tr>
<tr>
<td>PakMail Japan</td>
<td>Phone:052-242-8988 URL: <a href="http://www.pakmail.co.jp">http://www.pakmail.co.jp</a></td>
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Even if you manage to ship or get rid of everything except for the luggage you plan on taking with you to the airport, you might it extremely difficult to get that luggage to the airport. Fortunately, you can have domestic shipping services, or宅急便 (takkyuu-bin), send your belongings ahead of time to the airport or hotel you will be staying at. This service can be accessed at most convenience stores and other spots where you see the “Black Cat” (クロネコーヤマト Kuroneko Yamato) or “Pelican” (ペリカン便 Perikan Bin) emblems.
Transferring Ownership

Selling your car in Japan requires more than an agreement between you and the purchaser. You will need to alert the appropriate authorities of the transaction and officially re-register the car and compulsory automobile liability insurance policy under the new owner’s name.

There are services that will help you procure and submit all the necessary documents for a cost of approximately 20,000 yen.

The lists to the right contain items that you and the purchaser of your vehicle may need to procure in order to complete the transaction without the help of a dealer.

Selling to a dealership

Take the car to a dealer and see how much you can get for it. If you accept the price they offer, they will take care of the paperwork and tell you what to do from there. Dealers will NOT purchase cars they deem to have no resale value.
You can register your personal seal and receive a Personal Seal Registration Certificate on the same day.

To register your personal seal, bring your personal seal (inkan), your Alien Registration Card or Resident Card, and 250 yen to your local municipal office and follow the instructions given by municipal staff.

Note: If your inkan uses a different alphabet than the one used to display your name on your Alien Registration Card/Resident Card, you must register your name as written on your inkan as an alias in order to obtain a Personal Seal Registration Certificate.

Example: If your name is written “John Smith” on your Alien Registration Card/Resident Card, but your seal reads “ジョン,” you must register “ジョン スミス” as an alias on your Alien Registration Record/Resident Record before obtaining a Personal Seal Registration Certificate.

The buyer of your vehicle should apply for a Proof of Parking Space Certificate at the police station with jurisdiction over the area where the car will be parked. Proof of Parking Space Certificate may not be required for title transfers of kei-cars (yellow plates) in certain municipalities.

Items required to apply for a Proof of Parking Space Certificate include:

- Application form
- A map showing the location of the parking space in relation to the buyer’s residence.
- A map showing the layout of the parking space
- A document proving that the buyer has the land owner’s consent to use the parking space
- Cash to pay application fee (this will differ by car type)
Disposing of a Car (haisha- 廃車)

As attached as you may be to your vehicle, you may find, even after an exhaustive search, that there are no individuals or used-car dealers willing to purchase it. In this case, you will need to properly dispose of your car (and that doesn’t mean leaving it at the airport or on the side of the road!).

Most people tend to find the paperwork associated with disposing a vehicle to be very troublesome, and opt to enlist the aid of a vehicle sales or disposal company. Car sales or disposal companies can assist you with the paperwork and take care of the physical disposal of your car if you provide them with the necessary documents, listed below.

Please keep in mind that improper disposal or abandonment of motor vehicles is both illegal and terrible for the environment. Furthermore, your car can be identified as yours, even without license plates attached, and you will be held responsible for financial obligations, including taxes, related to the car in question if it is found abandoned.

Do the responsible thing, and give your car the disposal it deserves!

### Required Documents

- **Vehicle Inspection Certificate**
- **Front and back license plates**
- **Certificate of disposal**
- **Letter of attorney**
  This is necessary to authorize the disposal company to assist you with paperwork.
- **Automobile tax certificate**
- **Personal seal (inkan)**
- **Personal seal registration certificate**
  The certificate must be dated within 3 months of the date you complete paperwork for car disposal.

### Cancellation of Car Insurance (Jidousha Hoken Kaiyaku 自動車保険解約)

If you pay for car insurance on a yearly or semi-yearly basis, you may not receive a refund if you cancel the policy mid-term. If you are paying on a monthly basis, you should not be charged after you cancel your policy. Consult with your individual insurance company to confirm cancellation details.
Moving Out and Cancelling Services(1)

Apartment and Utilities

The following utilities/institutions must be notified in advance of the date you plan to vacate your apartment:

- **Landlord**
  Your landlord or real estate institution needs to be notified a month in advance of your moving date in order to arrange an apartment inspection. Be aware that much of your original deposit on the apartment is considered gift money to your landlord and will not be returned to you.

- **Municipal Office**
  Under the new residency management system that took effect on July 7, 2012, foreign residents are required to submit a **change of address notice** (転出届 tenshutsu todoke) when they vacate their current residence. You can do this at your local municipal office two weeks before you plan to move out of your apartment. Once you submit your change of address notice, you will receive a **proof of address change** (転出証明書 tenshutsu shoumeisho). JETs who are moving to another municipality within Japan must submit their proof of address change and a **move-in notice** (転入届 tennyuu todoke) to the municipal office that governs their NEW residence within 2 weeks of moving into their new home.

  Don't forget to bring a valid photo ID (Alien Registration or Resident Card) and your **inkan**!

- **Electric Company**
- **Gas Company**
- **Water Works**

There are two options available for closing out your utility accounts:

1. Contact the utility company and inform them of the date you wish to have services terminated. For water, gas, and electric bills, you can arrange for cash-payable bills. You can find respective companies’ contact information on any copy of your monthly bill.

2. If you are paying bills by direct deposit, you will need to leave sufficient funds in your account to cover your final expenses. Refer to prior bills to estimate how much your final bills will cost, then add extra money to ensure you have enough in your account to cover the amount. A proxy or a trusted Japanese friend can then transfer you the remaining money in your account after closing your bank account for you (see information on closing out bank accounts on pg. 21).
Apart from paying rent and utility costs for the remainder of your time in Japan, it is important for you to fulfill your financial obligations for other services that you use in Japan. These include but may not be limited to:

- **Newspaper/magazine subscriptions**
- **Fitness centers/gym memberships**
- **Landline telephone (see p. 18)**
- **Internet**
  
  If you have your internet bills sent to your residence and pay them manually at a bank or convenience store, you can save your successor the hassle of re-applying for internet service by completing a name change form or 名義変更 (meigihenkou). If you pay via bank transfer, you will need to fill out additional forms to change the bank account registered with your ISP, or cancel your subscription by contacting your ISP via the contact details provided on your bill.

- **Mobile Phone**
  
  You can cancel your mobile phone and pay the remaining balance on your service account at any time up until the day you leave Japan by visiting a branch of your respective mobile service provider. Please be aware that terminating a mobile contract early may incur additional charges, which can be paid at the branch.

- **NHK**
  
  Contact the NHK office that is indicated on your monthly bill/receipt and inform the office of your departure/moving day. Direct deposit payments to NHK can be terminated over the phone. If you are paying for NHK in 6 month or yearly intervals, you may request a refund from NHK for the months you will not be using the service.

Remember that your bills are your responsibility and that leaving your successor to deal with unpaid obligations reflects poorly on you as an individual, and may also damage others’ perceptions of people from your home country.

Fulfilling your financial obligations in a timely manner will help ensure that the transition out of JET is as smooth and stress free as possible.
Selling your Landline

The JETs that had to purchase their landline will remember that the initial expense was quite costly. However, if you find someone to buy it, you will be able to recoup some of that investment.

When determining a selling price, be fair. Remember that you have already used the line for a year or more, so adjust accordingly. Keep in mind that used phone lines can be purchased from ¥40,000-¥50,000, so charging less than ¥40,000 would be prudent.

Once you have a buyer and have settled on a price, you must call NTT at 0120-064-337 (service in English is available) to change the name on your telephone subscription registration (名義変更 meigi henkou). Applications should be submitted in person or by post to the NTT West Subscription Center (加入権センター kanyuken sentaa) with jurisdiction over your area code. There is a search bar on the Japanese NTT website that you can use to search for the subscription center that manages your phone line. Alternatively, you can inquire about your subscription center by telephone.

Requests to transfer telephone service subscription must be made by the current subscriber. If the name of the person making the request does not match the name on the subscription, the request will be denied.

To make the transfer, both the current and new subscribers must complete and sign the form “Request for Approval for Transfer of Telephone Subscription Rights” (電話加入権譲渡承認請求書 denwa kanyuken jouto shounin seikyuusho) and submit the form along with the necessary documents (listed below for your reference).

### Necessary Documents/Identification

<table>
<thead>
<tr>
<th>Current Subscriber AND New Subscriber must BOTH submit:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Alien Registration Card or Resident Card (在留カード zairyuu kaado) Your photo identification must reflect your current address</td>
<td></td>
</tr>
<tr>
<td>• Personal seal (inkan) impression/signature (a personal seal registration certificate issued within 3 months of the application date is necessary when making an application via post)</td>
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Handling fee: ¥840 (tax included)

- Transfer of telephone subscription rights is subject to the approval of NTT West
- Please be aware that any unpaid telephone charges become the responsibility of the new subscriber
- Phone lines that are under the Analog Lite or INS-Net 64 Lite plans are non transferrable.

If you have trouble transferring your phone line subscription or require additional information, you can talk to an English-speaking operator at NTT by calling 0120-064-337 or visit NTT West’s English website. (http://www.ntt-west.co.jp/service_guide/1telephone/telephone04.html)

If you cannot find a buyer for your phone, you will need to set a termination date for your telephone subscription by dialing 116 for Japanese assistance or 0120-064-337 for English assistance. Payment cannot be made immediately upon termination, so you should either terminate your landline early and pay directly at your local NTT West office, or arrange for a friend or colleague to make the payment for you.
Forwarding Your Mail

Sometimes it takes a little while for people in Japan to realize that you have moved and you may continue to receive mail well after you have vacated your current residence. You have two options for forwarding mail (郵便転送 yuubin tensou) to ensure that you get the most important items sent to you after you have left the JET Programme.

1. Forwarding mail to a domestic address:

With a little convincing, you may be able to have all mail addressed to you forwarded to the address of a co-worker, Japanese friend or reappointing JET (we recommend copious amounts of omiyage for the person helping you out). All of your mail will be forwarded to that person for one year, and that person can, in turn, send you any important items. If you want to continue having your mail forwarded after the first year, you must fill out a form for each year you wish the service to continue after the first.

2. Forwarding mail to an address abroad:

You may arrange to have mail forwarded to an address abroad. However, ONLY international mail will be forwarded to the designated address. Any mail that is sent to you from within Japan will be returned to the sender. Any international mail that is forwarded to your overseas address will incur an additional postage charge.

When you have decided how you would like to handle any mail deliveries after your departure, visit your post office and pick up a ‘Change of Address Notice’ (転居届 tenkyo todoke) (see Appendix II). These forms can usually be found at the desks containing banking forms, etc.

After filling out the form, if you are at your local post office, you may simply hand it to a postal service employee. If you are not at your local branch, the form needs to be sent to your local branch for processing. Tell the employee where you live and he/she can assist you with filling out the address of your local post office.

DON’T FORGET TO TAKE YOUR INKAN!!
Using your Nenkyuu

Try to save some *nenkyuu* for your last few months. You will need the time for all of the preparation involved with leaving.

Each year, some JETs plan to use the remainder of their *nenkyuu* as a block right at the end of their term of appointment. Some want to leave Japan early and others just want to be sure to use up their full allotment of paid vacation.

If, for whatever reasons, you are hoping to do this, **please discuss it in full with your tantousha as soon as possible!** You are only allowed to do so if your CO gives approval.

Your school or office has the right to change the dates of your requested leave if it is determined that your absence will interfere with “smooth work operations.” If you cannot take all of your *nenkyuu* as a block at the end, consider taking trips now or taking leave by the hour. Use *nenkyuu* to have a long lunch or go home early if you have finished your work for the day. Or, if this is you in the morning,

![Image of a cat sleeping on a chair]

...take an extra hour before coming in to work. Remember, though, that you still must clear it with your CO when you use *nenkyuu* in this way.

**Note:** COs may be reluctant to let you use your *nenkyuu* at the end of your term of appointment for several reasons. Especially for ALTs who want to leave before classes are over, your absence may have a negative effect on your workplace. Arrangements for your departure, such as cancelling your apartment utilities and receiving your last pay check, will be more complicated if you leave early. Also, it may simply look bad from their perspective if you are not present at the end of your term appointment.
Budgeting for your Move

As you are budgeting your final months in Japan, keep in mind that your contract termination date may mean that your last pay period lasts less than a month. Accordingly, you may receive significantly less compensation in your last paycheck. JETs should prepare for this possibility and keep enough cash on hand to fulfill financial obligations, as well as a bit extra to cover sudden unforeseen costs, such as disposal fees for large items.

Closing your Bank Account

Bring your bankbook (通帳- tsuu chou), bank card, and personal seal to the branch you used to open the account. Closing your account at a branch other than the one you used to open your account may result in additional fees. It is not possible to close your account from outside of Japan. If you close your bank account before leaving Japan, make sure that you have made arrangements for all outstanding bills to be handled in cash.

If you need to keep your Japanese bank account open past the date you leave Japan in order to pay bills via direct deposit, remember to give a trusted Japanese friend or supervisor your inkan, bank book, and cash card. This will allow him/her to close your bank account after those bills have been paid. It’s a good idea to have your Japanese contact call your bank and confirm the procedure beforehand. Look at previous bank transfer statements to estimate the amount of money you need to leave in your account to cover final expenses, and leave a little extra, just in case. Any money left over after your bills are paid can be sent to you via a remittance service, such as GoLloyds or the Japan Postal Service International Remittance Service.

Cancelling Japanese Credit cards

It is possible to use Japanese credit cards abroad, but you will continued to be billed in yen when you do. Therefore it may be wise to cancel any credit cards acquired while in Japan. Contact your credit card company via the phone number listed on your credit card statement to pay your remaining balance and cancel your card.
JETs who are liable for incomes taxes are also liable to pay local inhabitant tax. JETs that arrived before the 2012-2013 JET year will likely have an arrangement in place where their CO handles payment for the last inhabitant tax installment in one of three ways listed on the right. JETs that arrived in July of 2012 or later are responsible for making arrangements with their COs regarding payment of their outstanding inhabitant taxes.

Please clarify which method your CO is using and whether you are liable to pay a lump sum in June. The last thing you want is to be surprised with a fat tax bill in June with no funds to pay for it.

How will my taxes get paid?

1. CO pays a lump sum payment on your behalf once you receive the bill in June before you depart. (JETs that arrived in 2012 will need to leave sufficient funds with their CO)

2. CO pays monthly or quarterly payments on your behalf once you have left Japan. (JETs that arrived in 2012 will need to leave sufficient funds with their CO)

3. CO includes extra money in your gross monthly salary in order to cover the amount you owe in inhabitant taxes. In this case, you will be responsible for using these excess funds to pay your tax bill in June. (JETs that arrived in 2012 will pay this lump sum out of pocket)

How Inhabitant Taxes are Calculated

Inhabitant taxes are calculated on January 1\textsuperscript{st} of each year. The amount you owe is calculated based on your total income earned during the previous calendar year (January 1\textsuperscript{st} to December 31\textsuperscript{st}). The bill for this tax arrives in June. Paying this amount covers your tax obligation for the FISCAL year (April 1\textsuperscript{st} to March 31\textsuperscript{st})

Here is the progression:

1. January 2013: Inhabitant tax is assessed based on your income earned from Jan 1, 2012 to Dec 31, 2012
2. June 2013: Your inhabitant tax bill arrives
3. Period this tax payment covers: April 1, 2013 to March 31, 2014

If you are a departing 1\textsuperscript{st} year JET, your inhabitant tax should be based ONLY on income earned from August to December 31, 2012.

2\textsuperscript{nd} to 5\textsuperscript{th} year departing JETs must pay a final installment of inhabitant tax calculated based on a full year of income.

1\textsuperscript{st} and 2\textsuperscript{nd} year American JETs are exempt from paying income taxes – and therefore paying inhabitant taxes – due to a tax exemption treaty between the U.S. and Japan.
JETs are eligible to receive a single, one-way, economy-class ticket from Japan (or a cash equivalent) to the designated airport in their home country from which they departed provided that they fulfill all three conditions below.

- The JET must complete their current JET contract period as outlined in their terms and conditions.
- The JET must not enter into a new employment contract with either their current contracting organization or a third party for at least one month after the day he/she completes his/her JET contract.
- The JET must leave Japan to return to their home country within one month of the last day of his/her contract.

The following conditions apply to the ticket:

1. In principle the ticket should be for a direct flight. If a direct flight is not available a ticket requiring the smallest number of transfers should be provided. In such circumstances, the traveling time should not be unreasonably longer than a direct flight.

2. In the event that the JET cannot return on the specified date due to unavoidable and unforeseen circumstances, such as accident or illness, the contracting organization is to provide a ticket for another flight.

A contracting organization may select the type of ticket to be provided and may also select whether to provide an actual ticket or an equivalent sum of money. It is important for you to discuss with your contracting organization the procedure for purchasing your airline ticket. Contracting organizations will often require several price quotes before purchasing a ticket or providing a lump sum, so it is best to start consulting with them early.

Please remember that funding for your return airfare is provided by Japanese and foreign resident taxpayers, and is not to be taken advantage of.

Do not purchase any tickets until your have your CO’s approval.
The following are the return airfare procedures for Senior High School JETs (employed by the Prefectural Board of Education):

- In late April you will receive a form from your tantosha asking you to fill in the date you wish to leave Japan for your home country, airport of departure, and final destination. Fill out the form and give it to your tantosha.

- Your tantosha sends this form to the BOE. The BOE will contact three travel agencies for quotes and choose the cheapest one.

- The BOE informs you of the cost of your ticket, which travel agency to go to, and by when you need to purchase your ticket (usually in early June).

- Buy your ticket.

- Send your receipt from the travel agency to the BOE via your tantosha.

- The BOE sends money to your base school and your school deposits it into your bank account.

- You fly home.

Some JETs may be nervous about getting reimbursed in a timely manner. As far as we can tell looking back over years of PA records, all departing JETs have been reimbursed before leaving Kumamoto.

If you haven’t already, start saving now. It is very important that you have enough money to purchase your ticket when the time comes. There will be a rather small window of time for you to purchase your ticket once the travel agency has offered a quote, and the BOE is unable to front the money for your ticket should you be unable to pay on time.

You will receive more specific information at a later date. Until then, contact Marie if you have any questions.
Insurance

National Health Insurance

Your National Health Insurance coverage ends on the last day of your contract. Your medical card must be returned to your CO on completion of your contract.

Your National Health Insurance card (kenkou hokenshou) must be returned to your supervisor at your contracting organization upon your departure. It is extremely important that they have this card for completing paperwork.

Should you want personal insurance from that time onward you will need to make arrangements for it when you return to your home country.

JET Accident Insurance Policy

Your JET Accident Insurance covers you until the day you arrive back in your home country, or until August 31st, whichever comes first. You will need to make your own arrangements after this date if you want personal insurance when you return to your own country.

• If you need to make a claim you can contact the Tokio Marine & Nichido Hotline Tel. (0120) 881-018 (toll-free) in Japan, Monday to Friday, 9:00-17:00

• During times other than those listed above, please call (0120) 529-955

The JET Programme Accident Insurance Policy managed by Tokio Marine & Nichido Fire Insurance Co. Ltd only covers you for accidents and health issues that occur while you are traveling. Be aware that it DOES NOT cover you for theft and loss. Refer to the insurance policy guide for further details.

If you are traveling before you return to your home country, you might consider travel insurance through a provider in your own country.

Other Insurance Policies

If you have taken out any other insurance policies on your residence, personal belongings, etc. check the policy to confirm the duration of your coverage. If you pay for your insurance in annual installments, you may not get a refund for the period of coverage that begins after you leave Japan. If you pay in monthly installments, you should no longer be charged once you terminate the policy.
Lump Sum Pension Withdrawal (1)

Procedures for filing for the lump sum withdrawal payment
(This information can also be found here on the official JET website)

According to a law passed in 1994, all foreigners who pay into the Japanese pension system but then leave the country are eligible for a partial refund. Although we are eligible for this refund, we must follow the following steps to actually receive this money.

The reimbursement amount is calculated at the currency exchange rate on the day of transaction. When you get your pension refunded, 20% of it is taken by the Japanese Government as tax. However, you are eligible to have some of this taxed amount reimbursed to you, as well. Below, we have laid out, step-by-step, when and what you need to do to get your pension back.

1. Steps to Take Before You Leave Japan

a) Fill out a claim form for the lump sum withdrawal payments (脱退一時金裁定請求書 - dattaichijikin saiteiseikyusho) and submit it to your local social insurance office (社会保険事務所 - shakai hokenjimusho). Download the form from: http://www.nenkin.go.jp/n/open_imgs/service/0000005247.pdf (Appendix III)

b) Designate a person who is a resident of Japan (this person can be a friend or co-worker) to be your tax representative by filling out a Declaration Naming a Person to Administer the Taxpayer’s Tax Affairs (納税管理人の届出書 - nouzeikannri ninno todoke-sho). The form is available at your local tax office or: http://www.nta.go.jp/tetsuzuki/shinsei/annai/shinkoku/pdf/07.pdf (Appendix IV)

c) Submit a moving-out notification (転出届 - tenshutsu-todoke) to your municipal office within two weeks of the day you plan to move out. The form is available at your local municipal office.

2. Things to Remember When Leaving Japan

Be sure to pack:
- Your blue Pension Book (年金手帳 - nenkin techou)
- Contact information for:
  - Tax representative
  - School/Office
  - Contracting organization

Continued on next page!
3. Steps to take when you get home

a) Mail a packet with the following contents to

〒168-8505 東京都杉並区高井戸西3丁目 5番24号社会保険業務センター
Social Insurance Operation Center, Takaido-nishi3-5-24, Suginami-ku, Tokyo 168-8505

i. Pension Book

ii. Copy of passport (showing date of birth, country, signature, visa, and date of departure from Japan)

iii. A certified bank stamp OR all pertinent bank information for your home country bank

b) Wait until you receive a Notice of Lump Sum Withdrawal Payments (支給決定通知書 - dattaiichijikin shikyu ketteitsuuchisho) as a receipt for your money. Make a copy of this form for your records.

c) Revel in the large sum of money you just received in your designated bank account.

Pension Tax Refund

Still hungry for more pension cash? The next steps are for getting a partial refund for the 20% of your pension contribution that was withheld as tax.

a) Mail the original Notice of Lump Sum Withdrawal Payments to your tax representative and have him or her fill out a tax return/payment confirmation (確定申告書 - kakuteishinkokusho) for you.

b) Instruct your tax representative to have your remaining 20% deposited into their account (it must be deposited into a Japanese bank account)

c) Have your tax representative deposit the money in your account (via postal service international remittance, bank transfer, Go Lloyds, etc.)

d) Express deep and profound gratitude to your tax representative for helping you with this arduous process.

e) Revel AGAIN in the smaller sum of money you received in your designated bank account.
Q1: Where do I find the different pension numbers I need for section 5 (Claimant’s pension handbook data) of the pension refund claim form?

A: You only need to enter the “Basic Pension number” in this section. This number can be found in your blue pension handbook. It is the number at the top of the page with your name and birthday.

Q2: My bank doesn’t have a certified bank stamp. What should I do?

A: In this case, you will need to submit documentation from the bank verifying the bank name, branch name, branch address, account number and account holder’s name (account holder must be you). Reference: Lump-sum Withdrawal Payment Claim Form

Q3: I am filling in the History section on page 2 of the claim form. Which type of pension was I enrolled in, and what dates should I list for the enrollment period?

A: All JETs are enrolled in (2) Employees’ Pension Insurance. For enrollment period, list the beginning date of the appointment of your first JET year and ending date of the appointment of your last JET year. Note: this may be different for those who worked in Japan before JET.

Q4: I noticed the GIH and Social Insurance Agency site only list refund amounts for up to 36 months of enrollment. Does the amount continue to increase beyond 36 months?

A: No, you can only receive up to 36 months worth of pension payments refunded. This is a Social Insurance Agency regulation.

Q5: Can I apply for the pension refund from Japan?

A: No, only those who have left Japan (and handed in their Residence Card or Alien Registration Card at the airport when departing) may apply.
So how much can I expect to receive?

The amount of pension contribution money refunded to foreigners varies based on the number of months of employment (and contribution to the pension fund) in Japan. The table below estimates how much you can expect to get back.

### Amount Refunded by Months on JET

(calculated on monthly average salary of ¥300,000 per month before taxes are withheld)

- 6 months or more, but under 12 months: ¥140,000
- 12 months or more, but under 18 months: ¥280,000
- 18 months or more, but under 24 months: ¥420,000
- 24 months or more, but under 30 months: ¥560,000
- 30 months or more, but under 36 months: ¥700,000
- 36 months or more: ¥840,000

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**Frequently Asked Questions (cont.)**

*Credit goes to former Kumamoto PA Scott.*

Q6: How much time will it take to get the lump-sum refund?

A: On average, it takes 3-6 months from submission of the claim form. If information on the claim form is incorrect or insufficient, the process will take longer.

Q7: I didn’t designate a tax representative before I left Japan. Is it possible to do so from my home country?

A: Yes, it is possible. You do not have to be present when the form is submitted to your local tax office. Find someone in Japan willing to be your tax representative and, upon filling in the necessary information, send him or her the tax representative declaration form. He or she will then take it to the local tax office when submitting the claim for the tax refund.

Q8: Does the tax representative declaration form have to be submitted to my local tax office?

A: Yes, it should be submitted to the tax office with jurisdiction over the address where you registered as a resident. Note: Tax offices are not always at city/town halls.
The Programme Coordinators at your Tokyo Orientation may have told you that JET, despite the opportunities for growth and unique experiences that it brings, is not forever. As that reality hits home in the following months, it is very important that you begin thinking about where you are headed next, whether that means seeking employment, or continuing your education. Before you dive into the job or graduate program hunting process be aware of the following:

- Being honest with yourself about the kind of job you want, and the kinds of jobs you are willing to do on the path to your dream job, is critical. Do you value job security with a fixed salary and working hours? Or are you the type of person who requires more flexibility and individual control over your work? Making a realistic list of perks you would like your job to provide, as well as a list of “deal breakers” will help you refine your idea of what kind of job you want.

- If you are planning on applying to a graduate program, be sure you have a nuanced idea of what you want to study and make sure that you are prepared to devote the next 2-7 years of your life doing research or studying your chosen field or topic. M.A. and PhD. candidates that fail to obtain degrees are often individuals who enter graduate school with unrealistic expectations or a superficial idea of what they want to study. The most successful graduate degree candidates are those who deliberate carefully and chose a research direction that they are genuinely motivated to pursue.

Once you have contemplated the above, check out the following pages for practical information on resume building and interviews, as well as things that are especially important to consider when conducting your job search while still in Japan.
Tips for the Hunt

Start early and be proactive

Pursue any and all leads that show promise, however slight. Remember, networking doesn’t end once you go home; follow up on new contacts as soon as possible and, when appropriate, send a **cover letter and resume**. When you have the option, avoid sending your cover letter and resume to “apply@...” email addresses. Sending your cover letter and resume directly to the person in charge of hiring shows initiative and makes the interaction more personal.

If you want to find employment in Japan, you will need to start looking well before your contract ends. You are required to change your visa status to “temporary visitor” within 14 days of the end of your JET contract if you do not find other employment. As working visas are only granted to temporary visitors in extraordinary circumstances, it is in your best interest to secure employment, and a work visa, as soon as you can (see p. 38 for more information about working in Japan after JET).

Those thinking about graduate school should begin by catching up on the current research in their chosen field. It is also crucial to get in touch with professors that you think you may want to work with. If you don’t get a response, try contacting current graduate degree candidates at the program you are applying to. Being up-to-date on a professor’s work shows that you are proactive and strengthens your candidacy.

Mind your manners

Second chances at first impressions don’t exist. There are plenty of stories about ex-JETs who impatiently, or even rudely, requested or demanded assistance with their job hunt, only to show no gratitude after the fact. Needless to say, these types of ex-JETs tend to encounter a great deal of difficulty on the job hunt.

Monitor the tone of your communications very carefully and try to be **polite, patient and appreciative** in your interactions with EVERY contact. Even if someone cannot offer you employment directly, they may be able to refer you, or find you new contacts or leads. A little courtesy can encourage complete strangers to go the extra mile for you!

Don’t be afraid of rejection!

Times are a little tough right now, but each place that cannot offer you a position and each institution that you decide is not right for you gets you closer to finding a job or graduate program that is right for you.
Your resume is often the first way a prospective employer will assess whether or not you are right for the job. A great resume puts you on track for an interview, while a subpar resume might mean a swift end to this portion of your job hunt. Here are some things to keep in mind as you prepare your resume:

- Depending on your experience, your resume will be anywhere from 1 to 3 pages in length.
- Use bold/underlining/italics and even spacing to make it easy to read
- ALWAYS use a cover letter. Some companies or firms won’t even look at a resume without one.
- Customize, customize, customize! Every position is different, and your resume should reflect that.

Updating and tailoring your resume to each job you apply to gives you a competitive advantage.

### Include:

- **Contact information**
- **Employment History**
  Jobs should be listed in reverse chronological order (most recent job listed first). Include your job title, company name and accurate dates for each position. Indicate whether the position was full-time or part-time. Outline your responsibilities and list any significant achievements. Limit each entry to no more than ½ page.
- **Education / Certifications**
  As with your employment history, schools that you have attended should be listed in reverse chronological order. Don’t forget to include dates.
- **Relevant skills/attributes**
  Do some research on the position you are applying for and list only skills that are relevant to your position.
- **Contact information for references**
  Reference letters should be sent separately.

### Avoid:

- **Long lists of skills/certifications**
  While you may be very proud of your ability to juggle hedgehogs while playing the kazoo, the person reading your resume may fail to see how that skill relates to the job you are applying for. Leave out any skills that won’t help you at your new position. A short and sweet resume is far more likely to turn heads than one loaded down with a lot of irrelevant information.
- **Overly detailed educational information**
  Listing your major and concentrations on your resume is sufficient if your coursework does not relate directly to the position you are seeking. Transcripts should be sent separately upon request.
- **Spelling/grammatical errors – including inconsistent tenses**
- **Deception**
  Lying on your resume is a very good way to harm your current and future career prospects.

See the next page for a sample resume entry!
Employment History

**Teacher of English as a Second Language**
Kumamoto Prefecture Board of Education, Japan  
08/2011 – 08/2013

I was one of 11 people selected by a panel from the Japanese Embassy in Canberra to teach English at government schools in Japan. My responsibilities included:

- Teaching approximately 20 classes per week to students of 3 senior high schools in the Kumamoto City region over a period of 2 years.
- Coordinating with a Japanese Teacher of English during preparation for and execution of lessons.
- Assisting Japanese teachers of English with exam preparation, assignment marking, and their own English pronunciation/grammar
- Extra-curricular activities – acted as faculty advisor for English Speaking Club; helped students prepare for speech contests; participated in sports days, neighborhood clean ups, school trips, etc.
- Teaching English to hospitalized children one day of each month

**Achievements:**
- Intermediate Japanese language proficiency (N3 certification on the Japanese Language Proficiency Test)
- Learned to respect and successfully navigate cultural differences in and outside the workplace.
- Positively influenced students’ attitudes towards English learning, as evidenced by a sharp increase in English Speaking Club membership, and students placing at regional English speech contests.

**Education:**

**XYZ University**  
B. A. with honors in English  

**Other Relevant Skills:**
- Proficient with Microsoft Office, including advanced Word and PowerPoint skills
- Excellent communication and public speaking skills gained through regular participation in Japanese speech contests and as a guest speaker at skills development conferences.
Many of you will also need a criminal record or background check for future employment or education. The Kumamoto Police Headquarters (located in the Prefectural Office in Kumamoto City) can provide a Police Certificate, which is a document verifying your (lack of a) criminal record while in Japan. Applications must be made in person at the headquarters.

The Kumamoto Police Homepage has an English page with more information:

http://www.police.pref.kumamoto.jp/detail.do

You may also contact the Police headquarters directly at:

Identification Division, Criminal Investigation Department,
Kumamoto Police Headquarters Building
6-18-1 Suizenji, Kumamoto City
TEL 096-381-0110 ext 4657 ext 4657
M~F 8:30-17:00

**Note:** In order to obtain a Police Certificate, you will need to provide authorized documents which prove that obtaining a Police Certificate is necessary. The police headquarters have been very strict on this in the past. Lists of graduate school application materials or job requirements do not count as authorized documents. The police headquarters website recommends calling ahead of time to confirm whether or not your application will be processed.

There is no issuing fee.
Almost every employer will request that you provide them with a reference letter written by someone who worked with you at your previous job. However, JETs may encounter language barriers and other obstacles when trying to get a reference letter from their contracting organizations. Below are a few things to keep in mind as you try to obtain a letter of reference.

**Ask the right person.**

In Japan, offices will often assume that the title of the person writing the letter is more important than the capacity in which they knew the person. If your office tries to have your department director, principal or someone who you have not worked extensively with write your reference letter, stand your ground. Explain that you’d like to have a letter that comes from someone who knows you well and can say meaningful things about your work. Your supervisor or a teacher that you team teach with often are ideal candidates.

**Explain the focus of the letter.**

Are you applying to graduate school? If so, what program? What kind of a job are you looking for? Will you be teaching English at your next job? It’s important to give whoever is writing your letter as much information as possible on where you are headed and what you will be doing so they can write a letter that is tailored to the position you are seeking.

**Help them make you sound good!**

Humility is highly valued in Japanese society, and as a result, some Japanese individuals find it difficult to speak highly of themselves or people they are closely associated with. You may want to point out that a reference letter in your home country should sell the skills, talents and characteristics that make you valuable. If possible, provide them with a sample reference letter so they will have a model to follow. (see next page)

Furthermore, The person writing your letter cannot possibly remember every event, activity, accomplishment etc. It helps to sit down and list all of your duties and accomplishments in Japan. Be sure to list any successful ideas you implemented. Do it now before you have forgotten everything!

**Offer your assistance in any way possible.**

The person writing you a reference letter is doing you a favor, so make their task as easy as possible. Provide the person with the format used to write such letters in your country. For example, he or she may not know where to date the letter, or how to address the person they are writing the letter to. Provide them with the proper forms, envelopes, etc. Offering to check spelling and grammar may also alleviate some of the stress of writing a formal letter in a language other than their mother tongue.
TO WHOM IT MAY CONCERN

Reference for XXXXXXX

I work as an English teacher/principal at XXXX Senior High School in Kumamoto Prefecture and have had a working relationship with XXXXX in this capacity since she arrived here in August 2011.

XXXXX was placed as an Assistant Language Teacher as a participant of the Japan Exchange and Teaching (JET) Programme, in the town of YYYYY in Kumamoto Prefecture, where her positive and bright attitude helped her to both adapt herself to the Japanese culture and fit in to her host-community with surprising speed.

XXXXX met with a number of difficult hurdles during her year-long stay, but showed great initiative in dealing with them and overcame the vast majority of them with maturity and good judgment. She showed open mindedness in resolving cultural differences at her workplace and maintained very positive working relationships with her peers and fellow teachers throughout her stay.

XXXXX threw herself into her teaching role with great enthusiasm and had went beyond her designated responsibilities to develop activities and events to make the learning experience more enjoyable for the junior high school children she was teaching. She also worked hard to promote intercultural understanding through building friendships with the Japanese people in various activities outside of her working hours. XXXXX’s natural enthusiasm carried across to the children she taught and the people she worked with and she has been extremely successful in her work as a cultural ambassador for her country.

It was a pleasure to work with XXXXX during her stay and I have no hesitation in recommending her to anybody who is seeking the above-mentioned qualities.

Tanaka Taro
Principal
XXX Senior High School

Ph:
Fax:
Email:

★ There is also an example of a Reference Letter in the Contracting Organisation Manual (Keiyaku Dantai-yo Manual) which is given to all contracting organizations.
Job Interviews

So your well-constructed resume and flattering reference letter have landed you the all important interview! Before your interview, be sure to familiarize yourself your resume, the job description of the position you are applying for, and the points we have listed below.

What employers are trying to find out

- Will you be able to fit into the new job, system and living environment?
- Will you be able to work well with their current staff?
- Is your experience sufficient to meet the challenges and demands of the position?
- Do you have the personal attributes necessary to be successful in the position? (commitment, time management etc.)

What employers may ask you about

- A situation where you’ve faced a challenge
  Employers often ask you about this in order to gauge your judgment under pressure, your ability to take necessary risks, and your ability to respond to problems in a flexible manner.

- A situation where you’ve organized or coordinated within a group
  Questions about this are meant to measure your communication skills, your ability to coordinate with others to accomplish a shared goal, and your leadership potential. It is best to answer with a situation where you demonstrated leadership skills, delegated responsibilities effectively, and exhibited a high degree of organization.

- A situation in which you dealt with failure
  This question can be a bit tricky. Try to frame your response in a way that shows how you managed to learn from and grow as a result of a negative experience.

- Lots of other things!
  Be prepared to answer questions related to your motivation for applying, your strengths and weaknesses and things you have written on your resume.

Be sure to dress appropriately!

Bring questions about the company/job for your interviewer; it shows that you are proactive.

Don’t forget to email your interviewer to thank them for their time!
Working in Japan

Many JETs may find that they want to live and work in Japan after their contract ends. Here are a few things to consider if you haven’t had quite enough of that salaryman life:

➢ Weigh your options carefully (you do have them!)

Do you want to work for a Japanese Company or a branch of a foreign company? Will you work expatriate or be hired locally? Do you want to stay here long term, or are you just trying to get a year or two of experience under your belt?

Your workplace dynamics, application process, employment terms and conditions, and your career track will differ widely depending on how you answer the above questions. Expatriates are considered temporary employees, and, while they generally receive better packages in terms of pay and benefits, are expected to return to their home countries after some time. Opting to join an organization as a member of their permanent staff may not pay as well, but you may have an easier time connecting with your Japanese coworkers.

➢ Japanese Resumes (履歴書 Rirekisho)

While job applicants in many other countries are free to choose their resume format, those seeking employment in Japan must submit a rirekisho, a resume that is handwritten on a special form and follows a strict format.

Rirekisho forms are sold at most stores that sell stationary (Zamami, Book Box, Tsutaya). Ask a Japanese friend for assistance if you need help filling in the necessary information.

Those applying to positions at branches of foreign firms in Japan should also prepare a Western style resume, just in case.

➢ Don’t forget! To work in Japan, a foreigner definitely needs the following:

1) A passport
2) Residence Card
3) A contract, stating duties, rate of pay and period of employment
4) Tax payment certificate
5) Letter of guarantee
6) Statement from employer saying why you’re needed
7) An appropriate visa (see p. 38)

Items (3), (4), (5) and (6) may be necessary to obtain a valid visa and resident status. If your would-be employer is not willing to help you obtain these items, we highly recommend that you search elsewhere for employment. Working without a valid residency status for any amount of time is illegal and can result in deportation and/or being barred from entering Japan forever.
When to Apply and What to Bring With You

Please consult with your tantosha about the process and have your tantosha call the Immigration Office beforehand to confirm procedures and necessary documents.

Application Period:

You may begin the process two months before your period of stay expires.

What to Bring:

- Application Form (downloadable [here](#))
- Passport
- Alien Registration Card/Resident card
- Documents certifying the activity, its duration and position of the person concerned (such as your JET contract)
- Tax Certificate (課税証明書) and Proof of Tax Payment (納税証明書). Available at your local tax office. JETs who have not paid income tax or inhabitant’s tax their first two years will need to receive a form stating they have no unpaid tax (未納がない).
- Other documents specified by the Immigration Office in Kumamoto City
- ¥4000 to cover the processing fee (to be paid by the JET participant)

If you have an Alien Registration Card you will also need to bring a 4cm x 3cm photo of yourself to be used on your Residence Card, which will be issued to you in place of your Alien Registration Card.
Immigration Procedures

Temporary Visitor Visa

Many JETs like to stay in Japan to travel or visit friends around the country before returning home. Others may want to stay behind and help their successor get acclimated. In these cases, you will need to switch your Status of Residence and obtain a Temporary Visitor (短期滞在) Visa.

You are required by law to change your visa even if the expiry dates for the period of stay on your current visa fall after your contract termination date. All foreign nationals must declare any changes in employment, marital status, etc. that are related to their visas (e.g. termination of your JET contract) to the Immigration Office within 14 days of the change. Staying in Japan on a visa that no longer reflects the activities you are engaging in is illegal, and doing so may result in fines, imprisonment, deportation and being barred entry to Japan in the future.

When to Apply and What to Bring With You

Please consult with your tantosha about the process and make sure your tantosha calls the Immigration Office in advance to confirm procedures and necessary documents.

Application Period:
Please keep in mind that you need to apply for the temporary visa before your current visa expires. The Kumamoto Immigration Office recommends that TVV applications be made around two weeks before the expiration date of the current visa. In the past, JETs applying earlier than this have been asked to come back at a later date.

What to Bring:
- Application form (短期資格変更許可申請書). You can fill it out at the Immigration Office
- Passport
- Resident Card/Alien Registration Card
- Explanation for changing Status of Residence (在留資格変更理由書). Includes reason for staying in Japan, including a flight itinerary (in Japanese)
- Documentation showing the last day of your period of appointment, and your scheduled date of departure. Further information on this is available in the Contract Organization Manual
- A copy of your return airline ticket or confirmed reservation
- Bank passbook (通帳) to show you have money to get by for the remainder of your stay
- ¥4000 to pay for processing (to be paid by the JET)

It is usually possible to get the TVV processed in one day, but be aware that you will likely have to visit the Immigration Office again to pick up the new visa. Ask your tantosha if you will be granted special leave or required to take nenkyu to visit the Immigration Office. All transportation costs will likely be paid by the JET.

The TVV is valid for a period of 90 days.
If you have secured employment in Japan, your employer may procure your working visa for you, or they may want you to apply for a working visa on your own. The process is similar to the ones mentioned in the previous sections on applying for visa extensions and Temporary Visitor Visas. However, the documentation necessary for obtaining a working visa is more extensive. **Please consult with both your future employer and the Kumamoto Immigration Office** to determine what additional documentation you may require in order to procure your visa.

### Necessary Documents:

- Application Form
- Passport
- Alien registration card/Resident card
- Letter of Guarantee from your employer
- Necessary documents specific to your new resident status
- Other documents specified by the Kumamoto Immigration Office

For more detailed information on what documents are necessary for visa extensions and obtaining a short term or long term visa, please contact the Fukuoka Regional Immigration Bureau’s Kumamoto Branch in Kumamoto City using the contact information below.

**Fukuoka Regional Immigration Bureau, Kumamoto Branch**

福岡入国管理局 熊本出張所

〒862-0971 熊本市中央区大江3-1-53 熊本第2合同庁舎内
3-1-53 Oe, Chuo-ku, Kumamoto City 〒862-0971

TEL: 096-362-1721

Open Mon-Fri 9:00-12:00, 13:00-16:00

AND / OR

Refer to the Ministry of Justice’s immigration guidelines for foreigners:


It is each individual JET’s responsibility to ensure that they are residing in Japan in accordance with Japanese law. The Kumamoto PAs take no responsibility for any consequences, financial or otherwise, that befall JETs who act on the information contained in this guide.
Parting ways with people and places that we have become accustomed to can be an extremely emotional experience. Below are some things you may want to keep in mind as your days on JET wind down.

**Give yourself time to reflect**

It is easy to get so wrapped up in packing and taking care of domestic affairs that you leave little to no time to explore your feelings about leaving Japan, where you are headed next, and the people and things you will miss. Although you may never be completely “ready” to leave, giving yourself time to process your experience and properly part ways with places and people is one way to achieve a degree of closure.

Whether you have been in Kumamoto for 1 year or 5 years, you have spent a significant amount of time here. If you treat the leaving experience with the proper reverence, you’ll have fewer regrets after the fact. Try to keep your last month on JET clear of commitments so that you have ample time to reflect.

**Be aware of sudden changes in social dynamics:**

Since saying goodbye can sometimes be an overwhelming emotional experience, it is common for people to begin cognitively distancing themselves from the people that they will soon part ways with. It is also common to see a rise in stress levels among follow departing JETs AND re-contracting JETs.

This can lead some JETs to suddenly form strong bonds with mere acquaintances. Conflicts with close friends or loved ones may become more frequent, and some JETs may find themselves abruptly cutting close ties in their final JET days.

Keep this in mind when observing your own and your friends’ behavior in your last days on JET.

**Lean on your support system**

Talk to your friends about what you are going through. The chances are that they are thinking similar things. Don’t forget that the PAs, JET Programme Coordinators and AJET Peer Support Group are all here to offer a listening ear during your last JET days.
Parting Ways

Saying Goodbye

Most cultures do not teach us how to say good-bye, so many of us have trouble with it. Here are some suggestions to keep in mind:

Cover your bases

• It isn’t fun to ask about someone, only to find that they have left the country. Help your friends and acquaintances avoid a nasty shock by making a list of people who will feel your absence, and saying goodbye to them in turn.

• Remember that your students may want some kind of closure too. Preparing a farewell speech for them is a great way to leave them with a positive motivational message.

• Were you a regular customer at a restaurant? Was there a temple or shrine that you liked to visit? Did you have a favorite hangout spot? Many people find it therapeutic to say goodbye not only to people, but to locations as well. There are undoubtedly many places that have helped define your experiences in Japan, so try and rediscover them in your last days here.

Beware of the “we’ll keep in touch” promise

Make a list of the people who mean the most to you here and reflect on what kind of ongoing relationship you realistically plan/want to have with each. Better to end a relationship with a moment of closure rather than have it fall apart due to unfulfilled expectations.

Be appropriate

• The actual act of saying goodbye needn’t be a long drawn-out scene. A simple Japanese phrase expressed from the heart will go a long way (see examples at the bottom of the page). If there will be a farewell dinner/party, then this might be the opportunity to make a slightly longer speech.

• While you have built up a close enough relationship with some of your Japanese colleagues and friends to give them a bear-hug goodbye, think twice before embracing your boss/kochou sensei. In these situations a deep bow is the best solution.

Useful goodbye phrases

<table>
<thead>
<tr>
<th>さようなら</th>
<th>sayōnara</th>
<th>goodbye</th>
</tr>
</thead>
<tbody>
<tr>
<td>(どうも)ありがとうございます</td>
<td>(dōmo) arigatō gozaimasu</td>
<td>Thank you very much</td>
</tr>
<tr>
<td>Xさん、大変お世話になりました。</td>
<td>X-san, taihen osewa ni narimashita</td>
<td>Ms./Mr. X, thank you so much for looking after me.</td>
</tr>
</tbody>
</table>
When an employee leaves an organization in Japan, it is customary for the employee to write goodbye letters to people who have worked with them, or otherwise provided assistance, in their time with the organization.

Nowadays, many elect to send this final piece of correspondence via a mass email. However, you may want to consider handwriting letters to principals/department heads, supervisors, and people who have been particularly helpful during your time here.

Goodbye letters are written in formal Japanese and tend to follow the established format below.

- **Seasonal greeting**
- **Mention the nature and length of the writer’s service to the organization**
- **Description of future plans and endeavors**
- **Wishes for the continued health and wellbeing of the recipient**
- **Contact information (when appropriate)**

See the following page for a sample thank you letter!

*** If you wish to give more personal thank you letters or gifts to people who have been particularly helpful to you, be discreet if you are not planning on giving a gift to everyone.

It is a good idea to send these special people a note or a card from your home country so that they know you did not forget about them.
It’s still hot everyday at the moment. How are you faring in the continually hot weather? Since last year I’ve been working here at ○ Junior High School as an English teacher.

Thanks to all of you, the curriculum in now completed and I will shortly be returning to my home country.

I wish to thank you all the assistance you have provided to me in my time here. After my return I am going to continue my studies at Oxford University as a post-graduate student. I really hope you will continue to favor me with you guidance in the future.

I wish you continuing health and every success.

Regards,
Tom Jones. July, 30th

Mrs. Satoko Chinen

P.S. This will be my address after I return:
25 Oxford Rd, Oxford. OXF 123 UK
Re-entry Shock: What May Be Ahead

With all the things JETs have to do before they return home, it’s no wonder that JETs who return to their home countries often feel wide-eyed, jet lagged and very, very confused upon arrival. You may find yourself thinking “Where am I, and where did all these ‘gaijin’ come from?!”

Re-entry shock is something many JETs face to a varying degree upon returning home. Just as moving to Japan required serious adapting, going back often requires an equivalent, and in some ways more grueling, adjustment. Re-entry shock tends to mimic the culture shock that an individual experiences when going to another country. Below are some examples of what you may experience.

Stage 1

Just as Japan seemed new and exciting when you first arrived, the first few weeks of being home can be exhilarating. Returning JETs tend to focus heavily on the positive aspects of their home country during this period, and the attention you get from friends and family eager to see you again after your long absence can make you feel like a rock star.

Stage 2

Once the buzz of your homecoming has worn off, negative aspects of your home country may appear more evident, and your home culture may even begin to feel foreign. This can be somewhat disturbing and cause feelings of uneasiness, frustration, or even sadness and anger. You may find yourself missing Japan, and contemplating ways to return. Worst of all, these feelings may feel greater in magnitude than the negative feelings you may have felt upon coming to Japan, since returnees often expect a much smoother transition back into their home culture.

Stage 3

As former JETs gradually re-learn the cultural norms of their home country while reflecting on their JET experience, they learn how to reconcile their experiences in Japan with their new life at home. Former JETs typically develop a set of coping mechanisms, which may include continuing activities that they started while on JET in their home countries or associating with others who have international experience. JETs either learn to re-align with the cultural values of their home country, or learn how to appropriately express the Japanese cultural values that they internalized while participating in JET.
Expect the unexpected

To some extent going home can feel like going to a foreign country all over again, except worse because you are not expecting it. Just as you were told to brace yourself for a period of psychological disorientation upon leaving your home culture, you should know that after your time abroad, you may also have to prepare yourself for a parallel period of readjustment.

Every culture has a “script,” full of expectations, values and norms, that people follow intuitively in their interactions in everyday life. You have been reading from a different “script” for a while now, which may result in some embarrassing social missteps, or just general feelings of uneasiness when you arrive back home. This can be very stressful, as “home” is a place where we expect to feel comfortable and competent, which may not be the case as you are choking back a “sumimasen!” when you feel like ordering something at a restaurant.

You’ve probably changed

Your overseas experience has changed some or many of your perceptions and assumptions, your ways of doing things, and maybe even what it means to 'be yourself.' You might have become, in a sense, a somewhat new person. After all, that is one of the goals of the JET Programme! But this intellectual and personal growth means that you can expect a period of disorientation as you adjust to the “new” environment at home.

Be aware that not everyone will be so understanding of the fact that you came back from Japan a changed person and are a bit out of tune with the culture around you. When you are in an alien country, people are aware that you are from a different place and may tend to be more understanding of your actions. People at home might not necessarily be expecting that or be accepting of it.

The people and places you love probably changed in your absence

Another point JET alumni often warn about is your old friends might now seem very boring! You may end up feeling like you have grown past them or that you have grown apart despite your attempts to keep in touch. Furthermore, the familiar places that you used to frequent may have changed or vanished altogether, which can make you feel out of place or lost. These feelings are completely natural and are symptomatic of re-entry shock.

Try to be patient with the people around you and respect the fact that they had their own journey while you were gone. Remember that you may not be the only one with an incredible story to tell, and try to see the changes in your family, friends and home as an opportunity to rediscover why you love them.
Re-entry Shock: What You Can Do

• Preparation is always the best policy

Doing a bit of research on current events and trends in your home country can help buffer you against re-entry shock. Reading newspaper articles online, asking friends about the latest fads and catching up on pop culture will not only lessen the initial shock of re-entry, it will also give you common topics of conversation to use when speaking with the people who you will lean on during the re-entry process: your friends and family.

Also, consider keeping your friends and family informed of what’s going on in your life in the months before you leave. That way, even though your friends and family cannot be here in person, they can get an idea of how you’ve changed and what you’ve been through before you get back. This gives them a frame of reference when you speak to them about your experiences, and keeps you from feeling like you have to sum up 1-5 years of JET in a single conversation.

• Keep it short and sweet

When asked about Japan, former JETs sometimes have as little as half a minute to talk before the listener's eyes glaze over. Many former JETs say even close friends and family aren't so interested in what happened "over there", and family members who went through tough times back home during the JET's absence can sometimes harbor unconscious resentment towards the JET for leaving. Others find that listeners can't relate, even if they're really close. Try to limit yourself to a few anecdotes and photos, and gauge your listener’s reaction. If they seem interested, you can dive a little deeper.

• Stay active

Continue a hobby that you started in Japan, continue your Japanese studies, volunteer or occupy yourself with a job/graduate position search. Keeping active ensures that you maintain a sense of control over your situation, which is vital to navigating the stress of re-entry shock.

• Reach out to others like you

Don’t be afraid to make new friends and seek others who have had similar experience abroad; they tend to be the people most willing to listen to your 30 minute musings about the state of English education in Japan. Consider joining your local chapter of the JET Alumni Association (JETAA), keep in touch with friends you made in Japan, or look into joining local international organizations. Surrounding yourself with people who you feel can relate to your experience is invaluable when returning to your home country.

Remembering what it was like for you to have been a 'foreigner' might inspire you to try to get to know the international students in your area or individuals from 'minority' backgrounds. After all, they may be feeling some of the same alienation you once felt when you were overseas.

There are people out there who are interested in the new you, and who can help you integrate your new 'self' into your evolving personal and professional life.
This too shall pass

The re-adjustment period is usually rather short-lived, since your home country will never be as "foreign" to you as the foreign environment you adjusted to briefly overseas. Also, your experience of dealing successfully with culture shock abroad will have provided you with the coping mechanisms for dealing with the challenges of readjustment. The more you have changed—often a by-product of the time you were away and how deeply you immersed yourself—the more difficult it will be to sink back into your home culture.

Some JETs might experience all of the things we mentioned in this section of the guidebook, while others may have no problems at all. However, if you are aware of the changes you have experienced, and proactively seek to learn from them, smooth adaptation is more likely.

It has been a pleasure and privilege to work with you. We hope that you find success and happiness wherever life takes you.

Take care and good luck!
Words of Wisdom from Former JETs

• What was good about leaving JET?

“Going back home, seeing old family and friends, catching up with everyone. The Pubs too, they are the best. Getting a large fruity tax rebate 6 months down the line is nice too!”

“Seeing family and friends again was great and having access to all my old familiar stuff (food, routine, fitness, recreation, clothes, shopping) felt good!”

“You are free to do whatever you want. You can finally move on and do new things. Also seeing friends and family after so long was really nice.”

“Leaving and coming home, not missing the job, finding clothes that fit, having those odd flashes where you start grinning like an idiot because you are happy to be home. Listening to people talking in English around you. Realizing how you have changed and how much you learned from the JET experience.”

• What was bad about leaving JET?

“I guess I wished I had stayed another year. Life in Japan is so much easier than trying to get into the UK job market. And after a month back home, I was tired of it already!”

“I miss the carefree camaraderie of my school. I never thought I felt a part there but I still miss it. I miss the fresh air, warm seas, heat, laughing with/at my kids and…THE MONEY! Good god I miss that!”

“Saying good-bye to a great experience and people and family and friends that you had gotten to know and love. This was definitely the hardest bit.”

“Most salaries are lower and living costs are more expensive than in Japan.”

“The job rejection letters. Missing the people that you left behind. That one, old, dear friendship that is different and you realize that your time in Japan probably cost you that friendship. Missing tofu chanpuru. Being back in a closed off, non-multicultural boring place”.
Words of Wisdom from Former JETs

**What were you glad you did?**

“I made plans and dates to catch up with all the people I wanted to before I left. It takes a long time, so I’m glad I started early. I’m also glad I got organized what I wanted to do when I got back home. I began studying right after the summer. That kept me from getting lost in the transition of it all.”

“The goodbyes were pretty exhausting and went on longer that I thought possible. I was glad I started those early.”

“I’m glad I knew the tax back system inside and out. We ran into a few glitches but since I knew it so well, it worked out fine. I’m really glad a picked a responsible and reliable tax representative, but even she got confused with all the paperwork. I’m glad I knew it myself.”

“Saying good-bye to everything and everybody. That was really important and made me feel like that part of my life was really over. Closure.”

**What do you wish you had done differently in your preparations to leave?**

“I ended getting zero money from my predecessor for my car and the stuff in my apartment. So, I’ve become a bit cynical about this but try and make arrangements where some of the money can be paid to you up front. Make sure to send photos so they know what they are buying and if you don’t receive a down payment by X day, start selling your stuff to other ALTs. If you trust them too much, you may get screwed like me. Another option would be to assign someone you know who is staying behind to make sure that your predecessor pays by collecting money from them and sending it home to you. I should’ve done that.”

“Also a note for Brits, there are stringent weight limits on baggage so don’t get caught trying to bring too much home. My friend was made to empty her wallet and give all the money she had to get her too plentiful bags home. SEND STUFF HOME EARLY! Save yourself the airport headache.”

“I forgot to send a copy of my passport to prove that I had left the country but that was only a minor hitch. I got the 80% tax refund in January and the 20% in April. KEEP TRACK OF YOUR SCHOOLS ADDRESSES AND FAX NUMBERS! You will probably need to contact them in sorting out the tax stuff.”

“I wanted to get out FAST! I wish I had taken more time in the preparation to leave. It would have made the closure more complete. I should have also done more regarding a job when I got home. I should have done more research on that.”
Did you experience any re-entry shock? If so, what was it like?

“No re-entry shock but if you go back without any plans of what to do, the job market gives you a slap in the face. JET tends to lend too much weight to “transferable skills” that you may have learned while on the program. In reality it’s different. People here are not going to over praise you, as they tend to do in Japan. Be realistic about what you can do.”

“I had a few pangs of “man I could have stayed another year.” That was pretty hard sometimes but then a lot of good things started happening at home and it balanced its self out.”

“I experienced a lot of re-entry shock. Most striking was meeting friends once again and realizing the extent to which their lives and mine had diverged. Even through email and mail contact, we were not able to keep up to date with each other. I was really out of the loop and that was really hard. I also had to guard against Japan talk. People don’t want to hear about Japan, they are not interested in more than a few short stories. Take a SMALL photo album with you to friends and family, if they want to see more, bring out the big ones. I also found people to be rude and macho and boorish. I felt so out of place in clubs, it was funny. Also, the size of meals really got me! I eventually started ordering child meals wherever I went, but not before gaining 15 pounds! I found that the country I had so longed to come back and be a part of, was not suited to me anymore.”
Do you have any advice for people preparing to leave?

“Get help writing your farewell speech. It may be the last thing people hear you say. Leave a good impression.”

“Make sure you have your tax stuff sorted out with your supervisor or tax rep. If they’ve never done it, they will be very confused and it takes awhile to get all the forms done.”

“Don’t give up on your schools, do your best to still get involved. Some of my best memories come from those last few months. Don’t pack your suitcases two months in advance and watch the calendar. Your home country is NOT as great as you remember it to be.”

“Make sure to have a plan or focus for your life when you return home to help carry you through the rough, re-entry shock times. If you don’t have this, you can feel quite lost.”

“Prepare now, getting rid of cars and stuff is always more difficult than you think! Get to know your Tax Back system really well. Choose a representative that you KNOW will do a good job and who you can contact from overseas. Don’t expect career options to be suddenly open to you because you speak a little Japanese. Most places want certification. Expect the best but plan for the worst. I made copies of EVERYTHING and kept track of everything. Things went wrong and I was able to figure it out and fix them.”

“Establish a relationship with your successor. Giving mine the odd tip via email made me feel like my 3 years of accumulated experience wasn’t a waste. He was also a great way to deal with things I couldn’t, i.e. supervisor tax stuff.”

“Start sending stuff home in boxes! Don’t wait till the end and have to lug it home with you on the plane…it’s a pain and it costs a lot!”

“Be prepared to miss Japan. You will!”

“So the journey is over and I am back again where I started, richer by much experience and poorer by many exploded convictions, many perished certainties. For convictions and certainties are too often the concomitants of ignorance. Those who like to feel they are always right and who attach a high importance to their own opinions should stay at home. When one is travelling, convictions are mislaid as easily as spectacles; but unlike spectacles, they are not easily replaced.”

-Aldous Huxley
Useful links

Japan

JETAA Job Guide (Job info for past JETs)  
AEON (English Language School))  
Career Cross Japan  
Career Japan  
Daijob (All kinds, especially exec & bilingual)  
DigitalEve (global NPO for women)  
Disco International (Bilingual recruiter)  
ELT News (English teaching jobs)  
Finda Teacher.net  
Gaijin Pot (All kinds, mostly English teaching)  
GLOVA  
Interac  
International Jobs Center  
International Computer Professionals Association  
JAC Recruitment (in UK and Europe)  
J@pan.Inc  
Japan Times Jobs (All kinds of jobs)  
Jobs in Japan  
Monster.com (Huge job search site)  
Nat. Assoc. of Japan-America Society  
(Ohayo Sensei (Teaching in Japan)  
Society of Writers, Editors & Translators

Try searching online as well but remember to be skeptical of organizations that you have never heard of.

Post-JET Education

The following information is taken from the non-renewers conference in Tokyo, the General Information Handbook and various internet inquires. Please regard all of them with a healthy dose of skepticism!

Council of Graduate Schools  
gradschools.com  
Peterson’s (Private service)
Useful links cont.

**US Network for Educational Info** (Government referral service)
http://www.ed.gov/about/offices/list/ous/international/usnei/edlite-index.html

**Fulbright** (US-Japan Education)
http://www.cies.org/

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**TEFL/TESL Qualifications**

With TEFL/TESL qualifications, you can teach abroad or work with people in your home country. Exciting options in your home country could include working with exchange students, citizenship programs, refugees and even adult literacy. Jobs are also available at language schools, international business firms, or in contract training. CELTA (certificate in English language for adults) and DELTA (diploma in English language for adults) are the most recognized qualifications, but Trinity is also acceptable according to the British Council.

**International House**
4-week intensive course for teacher training.
For experienced teachers try [www.thedistance.delta.com](http://www.thedistance.delta.com)

**The British Council**
Information about online TEFL courses
[www.britishcouncil.org/english/eng FAQs.htm](http://www.britishcouncil.org/english/eng FAQs.htm)

**ITC** offers basic TEFL certification courses [http://www.tefl.co.uk/pages/course.asp](http://www.tefl.co.uk/pages/course.asp)

**TESOL International**
[www.tesol.org](http://www.tesol.org)

**TEFL Professional Network**
[www.tefl.com/](http://www.tefl.com/)

**Worldwide Teachers Development Institute**
The offer a 3-week intensive certification courses or week long on site certification courses in places like Mexico.

**Columbia University’s Teachers’ College** offers TOESL courses in Tokyo at [http://www.tc-japan.edu/](http://www.tc-japan.edu/)

**School for International Training** offers certification courses worldwide, including Kyoto and Tokyo. Their TOESL certificate can later be applied toward a Masters of Education. They are at [www.sit.edu/tesolcert/](http://www.sit.edu/tesolcert/) or email them at tesolcert@sit.edu
Monbusho Scholarship offers post-graduate and undergraduate scholarships.

**Monterey Institute of International Studies** offers a half-tuition, JET Alumni Scholarship in Monterey, California see [www.miis.edu](http://www.miis.edu) or email [admit@miis.edu](mailto:admit@miis.edu)

Write to MIIS Admissions Office, 425 Van Buren Street, Monterey, CA 93940 USA

The University of Hawaii’s College of Business Administration together with the Japan-American Institute of Management Science (JAIMS) offer several US $10,000 scholarships, and one ¥500,000 scholarships to JET Alumni.

Japanese is not a prerequisite.

**Masters of Business Administration (JEMBA) (Japan-focused)**

Allows graduates to gain their MBA in 12 months followed by a 3 month internship in Japan.

Application deadline is July 1st but applications received before March 1st may be at an advantage regarding scholarships.

More information can be found at [www.jaims.org](http://www.jaims.org)

**McGill University**

offers their MBA Japan Program here in Japan

Courses and content are similar to the MBA at their main Montreal Campus.

There are some scholarships available for JETs. The application deadline is in March

Contact: McGill MBA Japan, Sophia University, BLDG 11, Room 327, 7-1 Kioicho, Chiyoda-ku, Tokyo, 102-0094


**Hult International Business School in London** offers a JET scholarship: [www.hult.edu](http://www.hult.edu)


London Times Higher Education Jobs [http://www.thesjobs.co.uk/](http://www.thesjobs.co.uk/)


Academic 360 [www.academic360.com/](http://www.academic360.com/)

Appendix I

Useful links cont.

Links by Country

Canada
http://www.allstarjobs.ca is easy to use.
www.workopolis.com lists jobs available throughout Canada. Plus career advice, career profiles and links to MBA programs.
www.jobsineducation.com lists a variety of ads related to education jobs throughout Canada
www.educationcanada.com opportunities throughout Canada with links to provincial sites.
www.tesl.ca lists job postings for English as a second language positions.
www.jobs.gc.ca current jobs and opportunities in the Canadian federal government.
www.Canadajobs.com has links to databases, job banks, employment agencies and newsgroups.

Australia
www.careersonline.com.au offers career advice and has job listings in Australia.
www.seek.com.au
www.jobsearch.gov.au largest and most centralized site
www.workplace.gov.au graduate recruitment procedures for each government agency
www.monster.com.au
www.mycareer.com.au
www.careerone.com.au
www.traveljobs.com.au (the travel industry’s main online job directory)
www.anzccj.jp Australian & New Zealand Chamber of Commerce

Australian Government Sites
Official Australian Government site in Japan www.australia.or.jp/
Aus Aid www.ausaid.gov.au/
Australian Volunteers www.australianvolunteers.com/
Australian Centre for International Agricultural Research www.aciar.gov.au

United Kingdom
www.jobsearch.co.uk lists jobs of all kinds throughout the UK
http://www.people-first.co.uk/
http://www.jac-recruitment.co.uk/ JAC Recruitment is an organization that recruits Japanese speakers for jobs in the UK and other places in Europe.
Appendix I

Useful links cont.

Ireland
www.jobfinder.ie Irish Jobs Page is Ireland’s leading recruitment site

New Zealand
Working in New Zealand www.workinginnewzealand.com
ANZ Chamber of Commerce www.anzccj.jp
Japanese Society of Auckland www.jsa.org.nz

United States
www.jobhuntersbible.com is a search site maintained by Richard Bolles (What Color Is Your Parachute?) Includes career profiles, personality tests and some great links.
www.privateschooljobs.com The Private School Employment Network, Maryland lists opportunities for mostly private American schools, but also has some references to international schools.
www.cgcs.org Council Of Great City Schools, Washington, D.C. offers connection to schools in major cities in the US
www.asd.com American School Directory gives links to k-12 schools in the US
www.careers.wsj.com has good links and lists American Online jobs.
www.teachforamerica.org Is a national corps of outstanding, recent college graduates of all academic majors who spend two years teaching in public schools.
http://jobstar.org

Federal Government Employment:
www.careers.state.gov/
https://www.fbijobs.gov/index.asp
Appendix I

Useful links cont.

### Japan and International Links

Japan America Society Resume Circulation Service
http://www.us-japan.org/dc/other_service.php

Japanese Jobs
http://japanesejobs.com

National Association of Japan-America Society
www.us-japan.org

### International Opportunities

The Council on International and Educational Exchange lists a variety of work, intern, volunteer and study abroad opportunities: www.ciee.org

International job source is a comprehensive job search; www.jobsonenetwork.com

ELT News: www.eltnews.com/home.shtml

Interac: www.interac.co.jp/recruit/

The Riley Guide: http://www.rileyguide.com/

Technical jobs worldwide: www.hotjobs.com
www.overseasjobs.com

The Assoc. of Boarding Schools (TABS) has international boarding school info: www.schools.com

Network of International Christian Schools lists opps for Christian teachers overseas: www.nics.org

Time Plan Education Group (UK-based) places teachers in UK schools, often for supply teaching: www.timeplan.com

International School Services: www.iss.edu

European Council Of International Students: www.ecis.org
http://www.iteachnet.org/ for qualified teachers

www.linguistic-funland.com has links to English as a Second Language jobs

International Study and Travel Center: www.istc.umn.edu

Aeonet for TEFL positions throughout the world: www.aeonet.com

### International Volunteer Opportunities

These days volunteer organizations are becoming pickier about whom they recruit and solid qualifications are a must. Your JET experience will work to your advantage. Most contract periods run from anywhere between two months to two years, depending on the agency. Expect to fill out an extensive application form and go through several interviews just to volunteer!
Appendix II
Change of Address Notice

(Details of the form are not transcribed here.)
Appendix III

Lump Sum Pension Refund Form

Application for the Lump-sum Withdrawal Payments
(National Pension / Employees’ Pension Insurance)

受付番号

Official use only

日本年金機構記入欄

Lump Sum Pension Refund Form

Please fill in 1. through 5. below.

1. Date

Year
Month
Day

2. Your signature

請求者本人の署名（サイン）

3. Your name, date of birth and address

Name
氏名

Date of birth
生年月日

Address after you leave Japan
離日後の住所

4. Please nominate your bank account for your Payments to be deposited.

Official use only

銀行コード

預金種別

Name of bank
銀行名

Bank branch name
支店名

Bank branch address
支店の所在地

City
Zip
Country

Bank account number
口座番号

Bank stamp for verification
銀行の証明印

In Roman alphabet

In KATAKANA if applicable

5. Your numbers on your Pension Handbook

Basic Pension Number
基礎年金番号

Your registration number for each pension system
各制度の記号番号

※Once you receive your lump-sum withdrawal payments, your coverage periods for the basis of the payments entitlement will no longer be valid to apply for other Japanese benefits. Please read the notes on page 1 of the Lump-sum Withdrawal Payments carefully. If you still wish to receive your lump-sum withdrawal payments after due consideration of pension benefits in the future, be sure to sign the Column 2. If your coverage periods are long and do not sign the Column 2, the documents may be returned to confirm your willingness to apply.

※脱退一時金を支給した場合、脱退一時金の計算の基準となった期間は年金加入期間ではなくなります。脱退一時金請求書の1ページ目の注意書きをご参照ください。将来の年金受給を考慮したうえでなお脱退一時金の受給を希望される場合、必ず2欄に署名してください。被保険者期間が長期にわたる方で2欄に署名がなされていない場合、請求の意思の確認のために書類をお返しする場合があります。

※Please complete this Application in capital letters of Roman alphabet. Only fill out the broad-bordered boxes.

Kumamoto JET Programme Guide for Departing JETs
税務署長

所得税・消費税の納税管理人の届出書

<table>
<thead>
<tr>
<th>税務署長</th>
<th>住所地・居所地・事業所等（該当するものを○で囲んでください。）</th>
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<td>納税地以外に住所地・事業所等がある場合は書いてください。</td>
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<tr>
<td></td>
<td>上記以外の住所地・事業所等（TEL ）</td>
</tr>
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<td></td>
<td>平成____年____月____日提出</td>
</tr>
<tr>
<td></td>
<td>税務署長（TEL ）</td>
</tr>
</tbody>
</table>

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<tr>
<th>フリガナ</th>
<th>生年月日</th>
<th>大正年月日生</th>
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<tr>
<td>氏名</td>
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<td>印</td>
<td>本人との関係（関係）</td>
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</table>

<table>
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<th>職業</th>
<th>電話番号</th>
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</tbody>
</table>

所得税・消費税の納税管理人として、次の者を定めたので届けます。

1 納税管理人

住所
（居所）

氏名

職業

2 法の施行地外における住所又は居所となるべき場所

3 納税管理人を定めた理由

4 その他参考事項
（1）出国（予定）年月日 平成____年____月____日・帰国予定年月日 平成____年____月____日
（2）国内で生じる所得内容（該当する所得を○で囲むか、又はその内容を書いてください。）
事業所得 不動産所得 給与所得 謝読所得
上記以外の所得がある場合又は所得の種類が不明な場合（ ）
（3）その他
Appendix V

Sources

- 2012 Mie Prefecture Leaver’s Guide
- 2012 Kumamoto Prefecture Guide for Departing JETs
- General Information Handbook 2012 (CLAIR)
- Kumamoto JET website (various sources)
- Immigration Bureau of Japan Homepage (Immigration Bureau of Japan)
- Kumamoto Prefectural Police Homepage
- Japan Post Homepage