

## ◆ Other Service Centers for Foreigners

### ☆ Shinjuku Foreigners' Employment Assistance and Guidance Center

〒160-8489

1st Floor Hello Work Shinjuku (Kabukicho Bldg)  
2-42-10 Kabukicho, Shinjuku-ku, Tokyo  
TEL 03-3204-8609

※Please visit the above center if you are a foreign national holding a visa without work restrictions, including *SPOUSE OR CHILD OF JAPANESE NATIONAL, LONG TERM RESIDENT, PERMANENT RESIDENT or COLLEGE/PRE-COLLEGE STUDENT* seeking a *PART-TIME* job.

### ☆ Nagoya Employment Service Center for Foreigners

〒460-0008

12th Floor Chunichi Bldg  
4-1-1 Sakae, Naka-ku, Nagoya-shi, Aichi-ken  
TEL 052-264-1901

URL: <http://www2.aichi-rodo.go.jp/gaikokujin/>

### ☆ Osaka Employment Service Center for Foreigners

〒530-0001

15th Floor Osaka Ekimae-Daini Bldg  
1-2-2 Umeda, Kita-ku, Osaka-shi, Osaka-fu  
TEL 06-6344-1135

URL: <http://www.osaka-rodo.go.jp/hw/gaisen/>

※Please inquire about interpreter's availability at each center in advance.

## MAP



〒106-0032

Basement Level 1 of Roppongi Job Park Bldg  
3-2-21 Roppongi, Minato-ku, Tokyo

TEL 03-3588-8639

FAX 03-3588-8659

## Office Hours

8:30 am ~ 5:15 pm

Closed on Sat, Sun, National Holidays and  
New Year Holidays

## Interpreters available

English and Chinese

Hours: 9:15 am ~ 5:15 pm

Please call and check their schedule in advance.

URL <http://www.tfemploy.go.jp/>

E-mail [tfemploy@mb.infoweb.ne.jp](mailto:tfemploy@mb.infoweb.ne.jp)

HELLOWORK SHINAGAWA



### Tokyo Employment Service Center for Foreigners

is a government agency (run by the Ministry of Health, Labour and Welfare) which offers support for foreign students and foreign nationals with eligible working visas, who are seeking employment in Japan.

**Hello Work Shinagawa**  
**Tokyo Employment Service Center**  
**for Foreigners**

◆ Our Services Are Available to:

- I Foreign students who desire to work in Japan after graduating
- II Foreign nationals who are specialists or technical experts holding a working visa such as *ENGINEER, SPECIALIST IN HUMANITIES/ INTERNATIONAL SERVICES, SKILLED LABOR*

◆ To Use Our Service:

Please register first with us.

For foreign students

- ① In-person registration  
Visit our center with your Alien Registration Card and Student ID.
- ② Mail-in registration (available to residents of distant prefectures only)  
Download the *STUDENT JOB SEEKER REGISTRATION FORM* from our website, fill out the form and send it by post with photocopies of your Alien Registration Card (both sides) and Student ID.

For specialist and technical expert visa holders

Visit our center with your Alien Registration Card. (No mail-in or E-mail registration)

◆ Services Available to Foreign Students:

- I **Internship Program**
  - Internship experience in Japanese companies  
Enrollment is made through university.
- II **Assistance in job seeking activity**
  - Job seeking orientation tailored to foreign students' needs
  - Job Seeking Preparation Fair
  - Seminars: Business Manner Seminar, Interview Preparation Seminar
  - Advice on how to write an effective entry sheet (job application form used by company)
- III **Providing job offer listings**
  - Providing information on companies interested in hiring foreign students
  - Posting a list of job offers for foreign students and providing job placement/consultation services
  - Hosting career fairs where job interviews are conducted by potential employers
- IV **Immigration advisory services**
  - Consultation is provided by advisors in regard to visa-related questions, such as how to apply for a working visa, what type of work is permitted by the work visa.  
Consultation Hours: 10:00 am ~ 5:00 pm
- V **Posting jobseekers' information**
  - Upon request, your profile can be posted where it will be accessible to employers seeking information about potential applicants.  
(No personal information will be posted)

◆ Internship Program for Foreign Students:

Participating in the internship program will enable you to gain actual work experience in Japan, to learn about some aspects of the Japanese company and to find the type of work that suits you. We provide internship-related information to your school's career center.

◆ Services Provided to Specialist and Technical Expert Visa Holders:

- I **Job offer information**
  - Job offers for foreign nationals are marked with *FOREIGN*, making it easy for foreign job seekers to find suitable positions.
- II **Immigration advisory services**
  - Consultation is provided by advisors in regard to visa-related questions such as whether your current work visa allows you to accept the type of work offered, if not, whether your visa status can be changed.  
Consultation Hours: 10:00 am ~ 5:00 pm
- III **Assistance with job seeking activity**
  - Resume/employment history writing advisory
  - Business manner seminar
  - Interview preparation seminar
- IV **Posting of jobseekers' information**
  - Upon request your profile can be posted where it will be accessible to employers seeking information about potential applicants.  
(No personal information will be posted)