


# Checklist for Foreign Nationals Using Hello Work

~Those who will leave their company/have left their company and are searching for new work~

This is a notice from the Japanese government.  
Please make sure to check on the following important steps.

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# 1

## Confirm the way you will leave your company (or how you left).

① Depending on the way you will leave your company (or how you left), the company must adhere to various rules. Do you know about this?

Your company may not treat you worse than Japanese citizens because you are a foreign national.

A company **may not discontinue your employment without a reason**. When a company wants to discontinue your employment, they must adhere to the **same rules** as for Japanese citizens.

After you have reached an understanding with your company about “why you are leaving the company,” sign the notice of resignation.



### When a Company Mandates your Leaving the Company

1 If there is no clear reason for discharging you, a company may not mandate you to leave the company. Also, companies may not mandate you to leave during the following periods.

- While you are on sick leave from a work-related injury or illness and within 30 days of that
- While you are on maternity leave before and after childbirth (period of leave before having a child and after) and within 30 days of that

2 Your company must tell you about your discharge at least 30 days in advance of your last day. If they give you less than 30 days' notice, they must compensate you for any workdays short of that.

### When a Contract Ends

1 For those who have been contracted three or more times or working for over a year and will not be re-contracted after their current contract, the company must tell them that they will not re-contract them 30 days before the contract ends.

2 Those who will work at the same location after their contract ends shall get a new contract. Companies must provide a new contract for those who have been contracted several times and have continued to work for that company unless they have a valid reason not to.

## When Quitting

- Tell the company or your supervisor that you will quit on the day that is determined by the “employee handbook (company rules)” (or 2 weeks prior if it’s not specified in the employee handbook).
- Those who have a specific end date in their contract may not quit in the middle of their contract. If you have a special reason for quitting, consult with the company.

### ② If you are concerned, please consult with a federal employee.

- If your company mandates you to leave but you have questions about the company rules, or you didn’t receive pay despite working, first, consult with the federal “Foreign Workers Consultation Corner” or Labour Standards Inspection Offices. For cases where the company goes bankrupt, there is a system where the federal government pays part of your unpaid salary.
- You can consult on the following matters at the **Labour Standards Inspection Offices**.



- Working Conditions (Agreement on working conditions such as salary, working hours, job duties, etc.).
- How can I receive “leave payments (\*1)”?
- How may I use my “annual paid leave (\*2)”?
- Rules that companies must follow when wanting to discharge an employee.

\*1 Money that the company must pay you when they tell you to “take leave”.

\*2 Paid leave that is available to you to take at your volition.

For questions regarding working conditions:

▶▶ [https://www.check-roudou.mhlw.go.jp/soudan/foreigner\\_eng.html](https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html)



③ There is some paperwork to take care of immediately once you leave your company.

When you leave your company, take care of the following.

## Notify Regional Immigration Services Bureau

If your status of residence is ② or ④ on p. 12 (your status of residence is determined by your job duties) Notify the Immigration Bureau per a “notice on your affiliated organization” within 14 days of leaving your company.

## Employment Insurance Paperwork

When you are eligible for “employment insurance,” you may receive money to look for employment. Go to **Hello Work** for help (more details on p. 6).

## Health Insurance Paperwork

1

### If you were working at a company that provided health insurance

When leaving your company, you lose the right to the health insurance that your company was providing. Please return your “health insurance card (insurance certificate)” to a person at the company.

When you lose your right to company health insurance, you can receive national health insurance from your local municipality. Please ask the contact person at your local municipality regarding the application process.

Also, in the case of involuntary unemployment (due to bankruptcy or layoffs, etc.), your insurance fee (tax) may be reduced if you apply for this. Please ask the contact person at your local municipality.

Also, if you were a recipient of health insurance (working for your company) for over 2 consecutive months, you may continue to receive health insurance from your company if you prefer (voluntary continued health insurance system). In that case, you should apply for it within 21 days of leaving your company. Regarding the application procedure, ask the health insurance company that you were signed up with (you can ask your company which health insurance company they are using).

Japan Health Insurance Association website, leaflet  
(regarding voluntary continued health insurance system)

▶▶ <https://www.kyoukaikenpo.or.jp/g3/cat320/sb3180/>  
<https://www.kyoukaikenpo.or.jp/g3/cat320/sb3180/1979-62524/>



**2**

**(If you have national health insurance from your local municipality (rather than your company's health insurance))**

Even if you leave your company, you will still have the same national health insurance you have had up to this point. You do not need to take any further action.

## Pension Paperwork

**1**

**If you were working at a company covered by Employees' Pension Insurance**

When leaving your company, you lose the right to the Employees' Pension Insurance that your company was providing. If you are under 60 years of age, you qualify for the "National Pension" plan. Please apply at your local municipality office.

**2**

**(If you are on the National Pension plan from your local municipality (rather than your company's Employees' Pension Insurance plan))**

Even if you leave the company, you will stay enrolled in your current pension plan. You do not need to take any further action.

Japan Pension Service website, leaflet  
(procedures when changing jobs or leaving)



[https://www.nenkin.go.jp/service/kokunen/kanyu/  
20121003.html](https://www.nenkin.go.jp/service/kokunen/kanyu/20121003.html)

<https://www.nenkin.go.jp/service/pamphlet/seido-shikumi.html>



## 2

## Go to Hello Work.

- ④ Hello Work is a place where federal employees help you find new work. Do you know about this?

At a Hello Work occupation consultation office, you can receive the following services all free of charge.

### 1 Consultation on Work

They answer various inquiries regarding employment. Whatever questions you have, **first try asking at Hello Work.**

### 2 Search for companies you want to work for (to p. 13)

Hello Work has ample information on companies that are seeking to hire. You can view the job opening information on a computer at Hello Work. You can also view the job opening information that is available from other Hello Work locations. You can also view it from a smartphone. If the company's requirements are different from yours, Hello Work can tell the company your preferences on your behalf.

### 3 Contact companies you want to work for (to p. 15)

If you find a company you want to work for, reach out to the contact person. A staff person will advise you on the company and the job description(s). Also, the employee will phone the company and give you a "letter of introduction" so that you can interview with a person at the company.

### 4 Support for Job Searching (to p. 15)

Hello Work also gives guidance for correcting application materials like resumes and work histories, advice on interview etiquette/behavior, mock interviews, and seminars.

In addition, various services are provided per Hello Work office. Ask the Hello Work office near you about the available types of services.

The Hello Work offices near you are here:

▶▶ <https://www.mhlw.go.jp/content/000637894.pdf>



The Hello Work offices with interpreters are here:

▶▶ <https://www.mhlw.go.jp/content/000592865.pdf>



⑤ If you've lost your job or are unable to find work after leaving your company, you may receive money from "employment insurance" so that you can find new work without worrying about your living costs. Do you know about this?

"Employment insurance" refers to insurance that covers losing your job or being unable to find work after leaving a company. You can receive money from this insurance so that you can search for new work without worrying about living costs.

## The steps for receiving "employment insurance" are as follows.

1 When you have "employment insurance" (\*1) and satisfy the conditions of ⑤ (please see p.7), you are eligible to receive money from "employment insurance" (\*2).

(\*1) If you worked over 20 hours a week and more than 31 days, you are eligible to receive "employment insurance" from your company. If you do not have it, please check with your company. If you believe that your company had accidentally not applied for employment insurance, you can inquire about it at Hello Work.

(\*2) If you worked less than 20 hours a week or were an international student that was working part-time, you are not eligible.

2 If you are eligible for "employment insurance, the company will tell you to stamp or sign your "unemployment certificate." Confirm the reason for leaving the company (⑤ to p. 10) and the benefit amount that is written on the "unemployment certificate" is correct.

If you are a "temporary employee (are contracted at a temp agency and work at a different company) Not when the contract between the temp agency and the company you're working for ends, but when you quit the temp agency, the temp agency will tell you to stamp or sign the "unemployment certificate." Confirm the reason for leaving the temp agency is correct.

3 When your company submits an "unemployment certificate" to Hello Work, Hello Work will send a "employment insurance separation letter" (called "separation letter - 1" and "separation letter - 2") to your company. The company will submit this "separation letter - 1" and "separation letter - 2" to you. Once more, confirm the benefit amount and reason for leaving the company (⑤ to p. 10) is correct. If it is incorrect, tell the company and have them correct it. If the company will not correct it, inquire about it at Hello Work. Also, if the company will not provide a separation letter, ask about it at Hello Work.

Separation letter - 1 and separation letter - 2 are as follows.

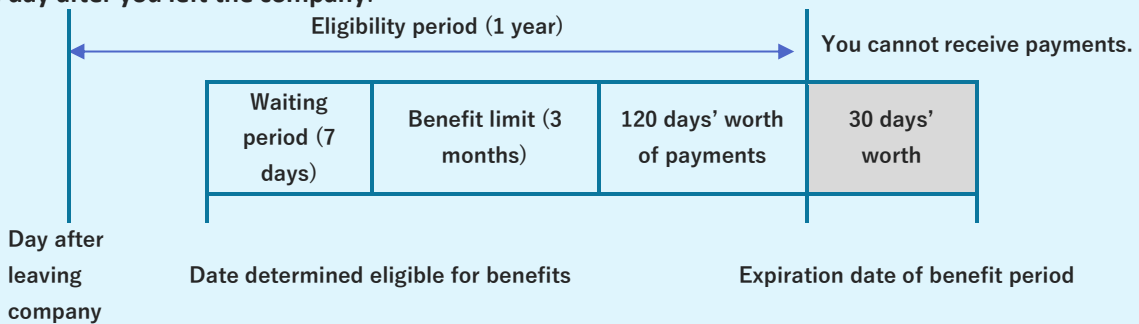
▶▶ [https:// www.hellowork.mhlw.go.jp/doc/info\\_1\\_e2\\_01.pdf](https://www.hellowork.mhlw.go.jp/doc/info_1_e2_01.pdf)  
[https://www.hellowork.mhlw.go.jp/doc/info\\_1\\_e7\\_01.pdf](https://www.hellowork.mhlw.go.jp/doc/info_1_e7_01.pdf)



4

If you can work immediately, do the paperwork for the eligibility determination (Hello Work determines whether to give you money or not). (Those who cannot work immediately, go to p. 9) Do the paperwork as soon as you leave the company. The period that you are eligible for money is limited to a one-year period from the day after you leave your company. If you are late coming to Hello Work, you will be eligible for less money. If you come to Hello Work one year after you have left the company, you will not receive any money.

(Ex.) If you were eligible for 150 days of money, but were late in your paperwork, you will only be eligible for money between the day that you are deemed eligible to receive money and the **date one year after the day after you left the company.**



5

To receive money, you generally need to **have been covered by employment insurance for over 12 months in the 2 years before you left the company.**

However, for the following cases, you only need to have been covered by employment insurance for **over 6 months in the 1 year** before you left the company.

- If you left the company due to bankruptcy/layoffs (eligible for special benefits) (go to [? p. 10](#))
- If you left the company due to a fixed-period working contract not being renewed or other unavoidable reason (unemployed for a special reason) (go to [? p. 10](#))



6

With the following documents, go to **Hello Work** and apply to search for new work. (Go to p. 13 to apply to search for work) Based on the documentation you submit, Hello Work will review and determine your eligibility for benefits.

### [Things to Bring to Hello Work]

1. **Separation letter - 1 that company provides** (Please write in your name and bank account number)
2. **Separate letter - 2 that company provides**
3. **My Number card**  
 \*If you do not have a My Number card
  - ① My Number notification card or proof of residence that has My Number written on it
  - ② Document with a picture that verifies one's identity like a residence card or passport
4. **Stamp** (personal seal only. Seal other than stamp seal)
5. **2 photos** (recently taken, upper front body, 3.0 cm vertical x 2.5 cm horizontal)
6. **Bank passbook or cash card** (with your name written on it)

7

If you are eligible to receive benefits, join the “employment insurance briefing session.” You can receive the “employment insurance benefit eligibility certificate” that certifies that you are eligible for receiving benefits. Also, the staff person will explain the subsequent procedures to take.

The employment benefit eligibility certificate is as follows.

▶▶ [https://www.hellowork.mhlw.go.jp/doc/info\\_1\\_e5\\_02.pdf](https://www.hellowork.mhlw.go.jp/doc/info_1_e5_02.pdf)



8

Using Hello Work or a private recruitment company, conduct your job search. Generally, go to Hello Work once every four weeks, fill in your “unemployment certification report,” and report the status on your job search (\*) to a staff person. Once your unemployment is verified, money will be deposited into your bank account within about one week. How much and when the money is deposited depends on the reason for leaving the company.

(\*) To receive money, you need to show proof of “searching for work” at least twice in a four-week period. The main actions that are recognized as “searching for work” are as follows.

- **Apply to a company**
- **Inquire with Hello Work or a private recruitment company and be introduced to a company**
- **Take a seminar from Hello Work or a private recruitment company**
- **Participate in a seminar put on by a company**
- **Take a qualification test, etc.**

The unemployment certification report is as follows.

▶▶ [https://www.hellowork.mhlw.go.jp/doc/info\\_1\\_e4\\_01.pdf](https://www.hellowork.mhlw.go.jp/doc/info_1_e4_01.pdf)



⑥ Those who do not get reemployed immediately may receive money from “employment insurance” after they have become employed.

\*Those who can work immediately, go to p. 6. Please do your paperwork immediately.

1 If you have left your company and cannot work immediately, you can receive money from “employment insurance.” For example, we recommend that the following people for which 31 days have passed since leaving their company to go to Hello Work and apply for an extension of their benefit-receiving period.

- ① Cannot work due to illness or injury
- ② Cannot work due to pregnancy/childbirth/child rearing (of children under three) (including infertility treatment)
- ③ Cannot work due to caregiving for family members
- ④ Have left work due to reaching the retirement age of over 60, and are resting for a while

2 By applying for this, you can receive benefits when you are able to work and started searching for work.





## What does it mean to be eligible for special benefits or unemployed for special reasons/Confirm the reason

The main reasons for leaving a company are as follows.

① Layoff	When you are mandated to leave at the company's discretion
② Bankruptcy	When you had to leave because the company collapsed
③ Solicitation to voluntarily leave or prompting to leave by the employer	When the company asks for you to quit and you agree
④ Discontinuation of hiring for company's convenience (after working over 3 years)	When your fixed-term contract was renewed several times at the same company for over 3 years, but suddenly was not renewed when the contract period ended due to the company's performance
⑤ Discontinuation of hiring for company's convenience (after working less than 3 years)	When you were expecting your fixed-term contract to be renewed since you had been working for the company for less than 3 years, but it was not renewed
⑥ Voluntary leaving for legitimate reason	When you leave under unavoidable circumstances such as illness, injury, pregnancy, childrearing, or caregiving of family members, etc.
⑦ Other: contract expiration	When you know that it is a fixed-term contract that will not be renewed, and it's not renewed
⑧ Retirement	When you become the age that is determined as the retirement age of the company
⑨ At-fault dismissal	When you were mandated to leave from the company due to your own actions that required disciplinary actions
⑩ Voluntary leaving for non-legitimate reason	When you leave a company per your own desire

What does it mean to be eligible for special benefits or unemployed for special reasons

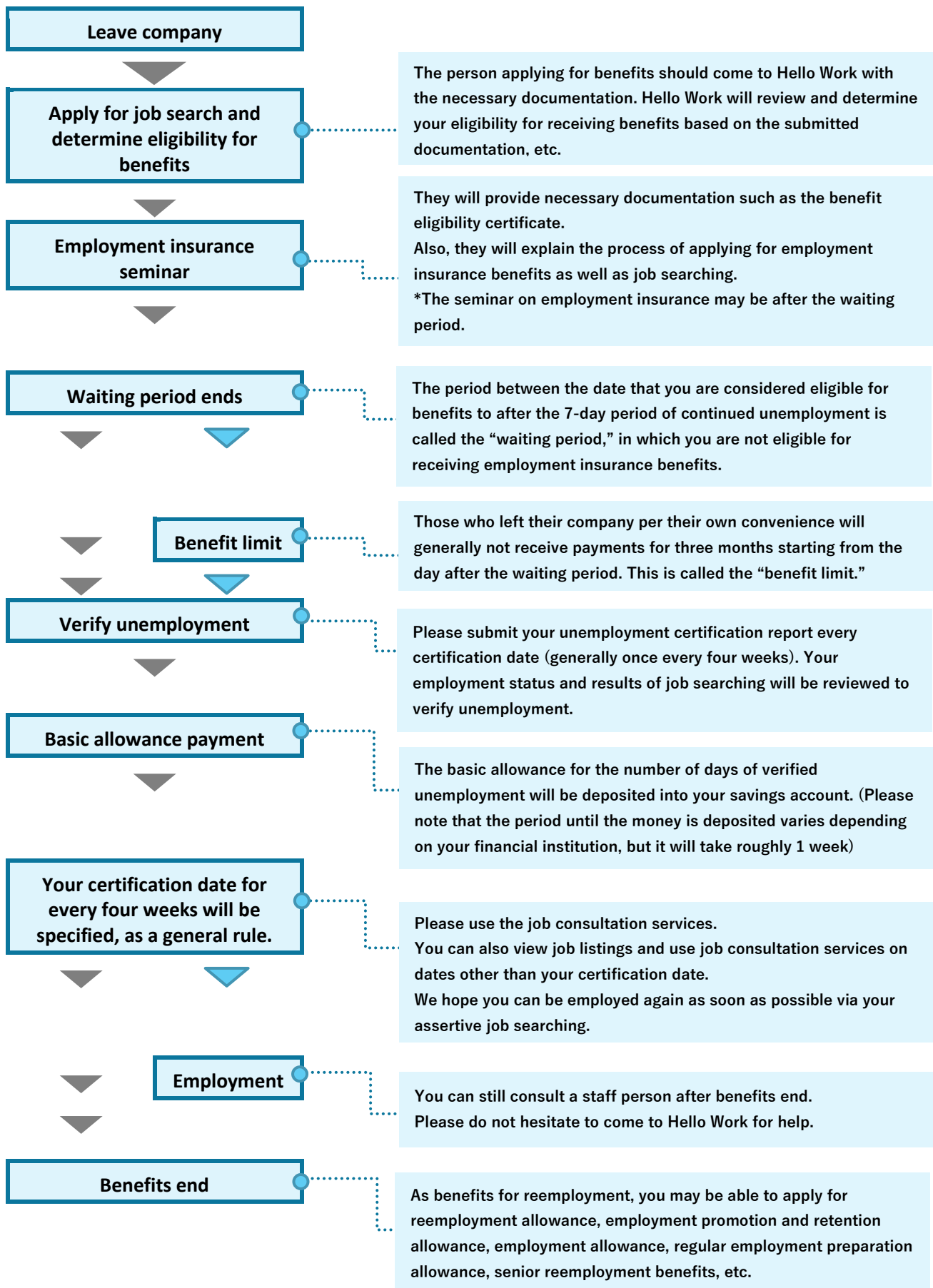
■ **Eligible for special benefits:** Those who had to leave employment with no time for preparing for reemployment due to bankruptcy or layoffs, etc. (in the above examples, those who fall under ①–④)

■ **Unemployed for special reasons:** Those who had to leave employment due to the fixed-term working contract not being renewed, who are not eligible for special benefits (in the above examples, those who fall under ⑤ and ⑥)

How to determine whether you are “eligible for special benefits” or “unemployed for special reasons”

Hello Work determines whether you are eligible for special benefits or unemployed for special reasons. You must submit documentation that certifies that the reasons you left your company are verified. If your company's idea of your reason for leaving the company differs from your stated reason, Hello Work will look at both the documentation from you and from the company to determine your reason for leaving.

# Procedure for Receiving Benefits



### 3

## Find new work.

⑦ The work available to you depends on your status of residence. Do you know about this?

1

Your valid employment in Japan depends on your status of residence. Please check your status of residence on your residence card.

**1 If you are a resident such as a permanent resident, spouse of a Japanese citizen, or a spouse of a resident**



You can work any job.

**2 If your employment relates to technology/arts knowledge/ international work, advanced professions, caregiving, technical skills, or trade skills**



Your status of residence depends on your job duties.

**(Ex. 1) Employees in “technology/arts knowledge /international work”**

- You have completed a specialized course at a university or vocational school in Japan
- The **job that you are trying for needs to be related (\*1) to the subject you majored in** at your university or vocational school. The relevance of your job to your major in university will be judged loosely (\*2). Check whether it is relevant based on not only your diploma but your grade transcripts (that has a record of all units you took).

\*1 Examples of jobs recognized to be related to major

- One who graduated from the engineering department now works on technology development at a company that manufactures electrical products
- One who graduated from the beauty department of a Japanese vocational school now works in product development and marketing of beauty products at a cosmetics sales company.

\*2 Even if your job isn't recognized to be directly related to the name of your “major”, it will be judged whether you obtained the necessary knowledge for the job you are trying to work at based on all of the “subjects” you took. Also, if you have already have 3 years of experience in the job that you're trying to work at, it will be judged loosely as far as relevance to your “major” in college even if it's not that related.

**(Ex. 2) Those with “trade skills”**

- Those who have successfully completed the technical intern 2 training -> same work as their technical intern training
- Those who passed the test -> Field of the test they passed

Technical interns may only work in the capacities listed above. They cannot work in fields for which they have not undergone technical intern training or passed the test. Also, it is limited to 14 specific fields such as construction and agriculture.

### **3** When studying abroad or doing a homestay



Apply for “permission for activities outside of status of residence” and receive the permission. You can work as long as the hours are limited to 28 hours per week. International students can work up to 8 hours a day during long breaks from school such as spring break. Also, international students who have not graduated yet can look for work that falls under **2** if they are planning to change their status of residence to **2**.

### **4** For technical intern training



Generally, you will work for the same company the whole time you are in Japan. If it is determined for you to leave, consult with your administrative organization or “Organization for Technical Intern Training” to find a new company. However, if you want to receive “employment insurance,” apply through Hello Work.

### **5** Other status of residence



You generally will not be able to work in Japan. However, if you plan on changing your status of residence to **1** or **2**, you can look for a company to work for.

**2**

If your status of residence is **1**, **2**, or **3** and you want to prove what employment you can seek, you can have a “Certificate of Eligibility for Work” issued by the Immigration Bureau. You can also submit this certificate to your new company.

## **8** Find the companies you want to work for at Hello Work.

**1**

Apply to search for work at **Hello Work**. Go to the Hello Work offices near you. You can also receive money from “employment insurance (go to p. 6).” Please bring your **residence card and passport**.

You can search for the Hello Work offices near you here:

▶▶ <https://www.mhlw.go.jp/content/000637894.pdf>



The Hello Work offices with interpreters are here:

▶▶ <https://www.mhlw.go.jp/content/000592865.pdf>



**2**

Fill in the “job seeking application form” at Hello Work, or enter your information from your smartphone or a computer at Hello Work, and consult with a staff person at the counter. Hello Work will look at your residence card and passport. If your status of residence allows for you to work, you can receive a “Hello Work ticket.”

Your “job seeking number” is written on the ticket. When going to Hello Work, make sure to bring the ticket you received. With your ticket, you can search for job opening information at the Hello Work office that you applied at, as well as other Hello Work offices.

The instructions for filling out the “job seeking application form” is here:

▶▶ <https://www.hellowork.mhlw.go.jp/doc/gaikokujinnkyuusyokumousikomisyonokakikata.pdf>



(For those who speak Japanese) You can also do a preliminary registration via a computer at Hello Work or your own computer or smartphone, and then apply at the counter.

▶▶ <https://kyushoku.hellowork.mhlw.go.jp/kyushoku/GEAA020020.do?action=initDisp&screenId=GEAA020020>

**3**

Have the Hello Work staff person at the counter search for job opening information. Looking at your “job opening form(s),” search for the jobs that meet your preferences. If it is confusing for you to look at a “job opening form,” consult with a staff person at Hello Work and tell them your preferences.

The instructions for viewing a job opening form are here:

▶▶ <https://www.hellowork.mhlw.go.jp/doc/gaikokujinnkyuujinnhyounomikata.pdf>



(For those who speak Japanese) You can search for job opening information from a computer at Hello Work or your own computer/tablet/smartphone as well.

▶▶ <https://www.hellowork.mhlw.go.jp/kensaku/GECA110010.do?action=initDisp&screenId=GECA110010>



(\*) If you want to search for job openings that welcome foreign nationals, it would be expedient to write “外国人 (foreign national)” or “日本語 (Japanese)” in the “フリーワード (free word)” section.



## ⑨ Apply to the companies you want to work for and take interviews.

**1** If you find a job opening that matches your preferences, consult with a staff person at Hello Work. Hello Work will contact the company to schedule your interview, and give you a “letter of introduction.”

**2** Write a “resume” (\*1) or “work history” (\*2) by the day of your interview. A company person will look at your resume or work history and determine whether to hire you or not. Write it concisely and carefully to highlight your strong points. Hello Work hosts seminars that teach you how to write resumes and work histories. The counter also offers advice for improving the documents you have written. Please use these services.

(\*1) Document where you write where you have studied, where you have worked, why you worked at a given company, your strengths, skills, and qualifications, etc. In Japan, it is common to attach your photo to resumes. This is for the company person to confirm that the “person who came to the interview is you.” Please rest assured that your looks are not relevant to the selection process.

(\*2) Document where you write the jobs you have worked, skills that you have acquired from these jobs, etc.



**3** Collect information on the company and practice for the interview up until the interview day. Common interview questions are “Why do you want to work for this company?”, “What do you want to do at the company?” and “What are your strengths and weaknesses?”. Hello Work hosts seminars on interview strategies. Also, they provide advice on interview etiquette, and run mock interviews that recreate a sense of the real interview.

**4** Please arrive 15 minutes before your interview so as not to be late. Please bring the “letter of introduction” from Hello Work and your resume. If the company asks for you to send your documents before the day of the interview, you should send them by their deadline. On the day of the interview, if it seems like you will be late to your interview or suddenly unable to go, make sure to phone a person at the company to let them know. On the day of the interview, make sure to assertively greet the company person and make sure your clothing and hair is presentable.

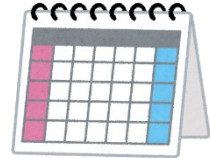


⑩ You may receive money from “employment insurance” if you get a new job early on

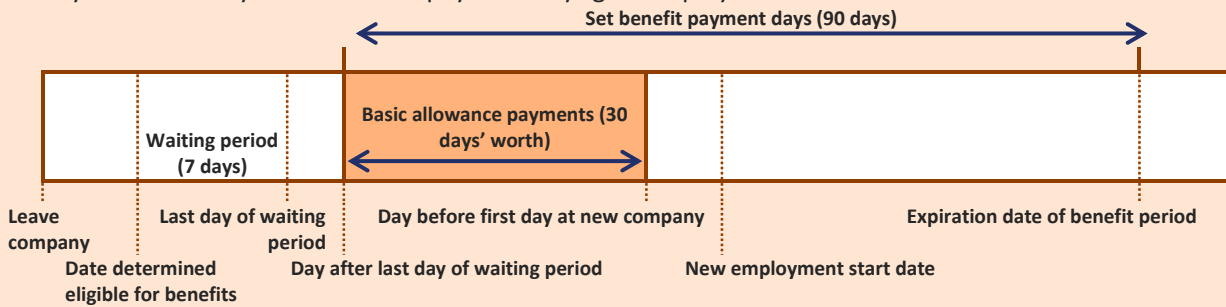
1 After you have been certified to receive “employment insurance,” you may be able to receive “reemployment allowance” when you have found a new job. After you have reported that you have work to Hello Work (p. 19), please apply to Hello Work within 1 month of the day after you have started working.

2 If you satisfy certain requirements, you can receive the following payments. Your remaining number of days where you can receive unemployment allowance (outstanding benefit payment days) is the following fraction of total number of days (set benefit payment days):

- More than one-third-> 60% of the payment that you would have received
- More than two-thirds-> 70% of the payment that you would have received



- If a person with a basic allowance amount of 4,000 yen and remaining 60 days of benefit payment days out of 90 days of set benefit payment days gets employed:



- The remaining days of the basic allowance is 60 days (two-thirds or more) out of 90 set benefit payment days, so the reemployment allowance payment percentage is 70%.
- The amount of the reemployment allowance is 4,000 yen x 60 days x **70%** = 168,000 yen.



## 4

## Once you are hired, do your paperwork.

### ⑪ Check the working conditions of your new company.

- 1 If the company notifies you that they would like to hire you, **make sure to review the working conditions one more time** before you decide to work at this company.
- 2 When asked to sign the employment contract, do not sign it without knowing what it says.
- 3 The company must give you an employment contract and working conditions notice to tell you about the working conditions. The company may provide rules for working at the company: “working rules.”
- 4 If you do not know what is written on the working conditions sheet or documentation, ask a person at the company. If you have concerns, you can inquire at Hello Work or the Labour Standards Inspection Offices.



For questions regarding working conditions:

▶▶ [https://www.check-roudou.mhlw.go.jp/soudan/foreigner\\_eng.html](https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html)



### ⑫ File your status of residence.

- 1 **When your status of residence is ① on p. 12**  
You do not need to file your status of residence or report it to the Immigration Bureau.
- 2 **When your status of residence is ② on p. 12**



**When your work duties at your new company differ from your work duties at your previous company**

- 1 When you leave your company, you must notify the Immigration Bureau that you completed your contract with your previous company via a “notice on your affiliated organization” (within 14 days of leaving).
- 2 Once you have been accepted to your new company, you need to apply for “permission for change of status of residence” from the Immigration Bureau. If you do not receive permission, you may not start working. Once you are hired, apply for permission from the Immigration Bureau immediately.
- 3 A person at the company may take care of the paperwork for you. If you are asked to submit documentation, please send it promptly. If you have questions, please ask the company or the Immigration Bureau.

- 4** Once you have received permission from the Immigration Bureau, you may start working.

**When having the same job duties at your new company**

You must send a notice that you completed your contract with your previous company (within 14 days of leaving). The “permission for change of status of residence” from the Immigration Bureau is unnecessary. When you are accepted to a new company, please send a notice that you have contracted with a new company (within 14 days of starting work). Those with a status of residence such as “advanced profession” or “special skills” need to apply for “permission for change of status of residence” from the Immigration Bureau. If you have questions, please ask the Immigration Bureau.

**3** When your status of residence is **3** on p. 13

**When you are an international student, graduate and start a new job**

- 1** You need to apply for “permission for change of status of residence” from the Immigration Bureau. If you do not receive permission, you may not start working. Once you are hired, apply for permission from the Immigration Bureau immediately.
- 2** A person at the company may take care of the paperwork for you. If you are asked to submit documentation, please send it promptly. If you have questions, please ask the company or the Immigration Bureau.
- 3** Once you have received permission from the Immigration Bureau, you may start working.

**When you are an international student or are on a homestay and are accepted for a part-time job**

You do not need to file your status of residence or report it to the Immigration Bureau. Be careful not to exceed 28 hours of working hours per week. If you have two or more part-time jobs, you may not exceed 28 total working hours per week.

**Instructions on applying for “permission for change of status of residence” from the Immigration Bureau is here:**

▶▶ <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-2.html>



**Instructions on the notice to the Immigration Bureau is here:**

▶▶ [http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html)

[http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00015.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00015.html)

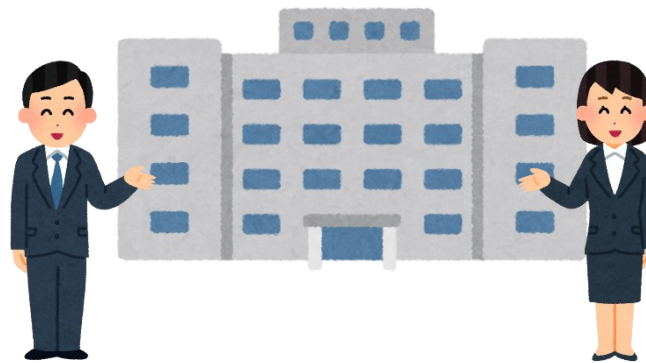


⑬ When you start work, there is other necessary paperwork. Do you know about this?

1 If you are receiving payments from “employment insurance,” go to Hello Work and tell them that you have been accepted for a job before starting to work. Please bring the following documents.

- Certificate of employment insurance eligibility (you will receive it at the employment insurance seminar)
- Unemployment certificate (Write in your employment start date and location of your new company.)

2 The company must report the date you started working and your status of residence to Hello Work. Please report the content of your residence card to a person at the company.



## Contact List

You can search for the Hello Work offices near you here:

▶▶ <https://www.mhlw.go.jp/content/000637894.pdf>



The Hello Work offices with interpreters are here:

▶▶ <https://www.mhlw.go.jp/content/000592865.pdf>



For questions regarding working conditions:

▶▶ [https://www.check-roudou.mhlw.go.jp/soudan/foreigner\\_eng.html](https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html)

