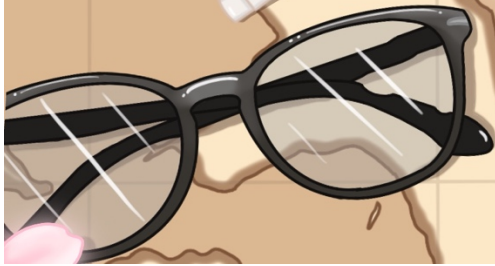




Fukuoka

JET DEPARTURE HANDBOOK

2023



Cover art by Kaylan Young
Illustrations by Emily Lee



Thank you for your hard work!

お疲れ様でした！

Dear JET Participant,

After a year (or as many as six), the time has come for you to take your leave of the JET Programme and enter the next phase of your life. Maybe you'll return to your home country, move onward to a new one, enter a career or graduate school, or continue your adventure here in Japan. Whatever your plans are, we hope it goes smoothly.

That's why the PAs have worked together to create the *Fukuoka Departure Handbook*, a supplement to both CLAIR's *After JET Guide* and *JET General Information Handbook* which are full of information for JETs leaving the program. Fukuoka's supplement includes further essential details gathered by past and current Fukuoka PAs and PAs in other prefectures throughout Japan. It also includes calendars, checklists, worksheets, and samples which we hope will serve as practical resources to help you prepare for your life after JET. The *Handbook* and other information can also be found on our website at FukuokaJET.com.

The Fukuoka PAs would like to extend our warmest thanks for the dedication you've given your schools, offices, and communities during your time on JET, especially during the disruption we have all faced over the past year. Working with you has been a pleasure, and we wish you the best of luck in all your future endeavors. Thank you for all the memories! *Otsukaresama deshita!*

Sincerely,

- Your 2022-2023 PA Team

Photo of the Fukuoka JET PA Team 2021-2022

From Left Áine Reilly, Gabrielle Willis, Ciarán Mulroy, Sophie Gwilt, and Kellie Tokunaga



<https://www.fukuokajet.com/>



[Fukuoka JET](#)

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Calendars & Checklists

April

You are leaving! There are many things to do, but with proper planning, your transition should be smooth. Please use the following calendars and checklists. They will give you an overview of the tasks you must complete within your remaining time on JET. Each point is further explained in the rest of the handbook.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ALT Meeting	18 Receive Successor Information Packet	19	20	21 Payday 1/4*	22
23	24	25	26	27	28	29 Shōwa Day
30						

*This is the first of at least four final paychecks you will receive between now and the end of your appointment. For Municipal, PSPD, and Kitakyushu JETs, exact pay dates may differ.

- Make a budget for your final months using the Budgeting Worksheets on pages 47-49.
- Start sending money home. Refer to page 26.
- Begin sorting your belongings into categories: keep, sell, donate, or throw away.
- Start shipping non-essential items home.
- Locate your local trash centers and take note of garbage disposal dates.

Notes



May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3 Constitution Memorial Day	4 Greenery Day	5 Children's Day	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Payday 2/4	20
21	22	23	24	25	26 Successor Information Packet Due	27
28	29	30	31			

- Complete the Successor Information Packet and submit it to your PA by May 26 if applicable.
- Ask CO if you can pass on items to your successor.
- Continue sorting and shipping belongings home.
- Arrange your return flight with your contracting organization (CO).
- Make a goodbye list of people and collect their contact information for future reference.
- Prepare CV / resume and begin job search.
- Find your blue pension book.
- Choose a tax representative and discuss tax refund procedures (see page 25).
- Fill out and submit the Notification of Tax Agent Form (see page 58).

Notes



June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Final ALT Meeting	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Payday 3/4	21	22	23	24
25	26	27	28	29	30	

- Determine flight baggage allowance.
- Discuss payment of Local Inhabitant's Tax with CO.
- Make contact with you successor and discuss the sale and/or transfer of household items.
- Arrange to give, sell, or throw away any items your successor will not accept.
- Begin the selling or disposal process of your car.
- Begin the paperwork for changing your visa status.
- Arrange final move-out date and apartment inspection with landlord.
- Prepare farewell speeches.
- Arrange travel and/or health insurance for travel in Japan or temporary coverage at home.

Notes



July & August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Marine Day	18	19	20 Payday 4/4*	21	22
23 <u>2017A</u> Group Last Day	24	25	26	27	28	29 <u>2018A</u> Group Last Day
30 <u>2017B</u> Group Last Day	31 <u>2020, 2021,</u> <u>2022, 2019A</u> Groups Last Day	August 1	2	3	4 <u>2019B</u> Group Last Day	5 <u>2018B</u> Group Last Day

*Your final paycheck will include all days worked in the month of July. If you work in August, you will also get another small paycheck. Note that your final expenses while on JET (taxes, insurance, bills, etc.) may exceed what you receive.

- Schedule necessary cancellations of memberships, car insurance, credits cards, etc.
- Cancel all home utilities, internet, phone accounts, etc.
- Clean, organize, and sort work materials for successor.
- Thoroughly clean apartment and dispose of remaining belongings or garbage appropriately.
- Submit Moving Out Notification.
- Conduct final apartment inspection with landlord on move-out day and settle any final expenses

Notes





Preparing to Leave



Getting Rid of Your Stuff

You have a few options for getting rid of your stuff: sell, donate, or throw away.

Sell

If cash is your goal, try selling your things in person or online first. Facebook groups such as Greater Kyushu Co-Prosperity Sale, AJET Block 10, and Fukuoka JETs can be extremely useful. Online marketplaces—such as Mercari—can yield good resale values for smaller items but require conversational Japanese to use. Please check online or with your Area Leader for more recommendations.

Selling to secondhand shops may not always offer much money, but it can be useful for getting rid of large items or used clothing with less hassle. Selling items to a secondhand shop can take time if the store is busy or have many items to be valued. You will need to wait around the store or fill out paperwork while your items are appraised.

Ensure that your items are clean and in working condition for the best appraisal possible. Items may be rejected and returned to you depending on the shop's stock or their condition. Be prepared to show your residence card, as shops usually do not sell to those who do not reside in Japan. Stores may offer cash or in-store credit.



Pro Tip!

Selling or giving items to your successor is convenient but consider that they may want to start fresh. Please talk with them about items you wish to sell or pass-on and what they would like to do. Be sure to dispose of items they decline before their arrival.



Donate

If you do not want to sell or throw away your belongings, donating is an option. Though donating your items may seem like a simple procedure, companies often have rules or conditions regarding what and when donations are accepted. Before donating, contact the companies to guarantee your items will be accepted.



Throw Away

Throwing away household items in Japan can be a hassle. You may have to separate your items, buy special stickers or bags, and/or schedule for bulky item pickup. Check restrictions on regular trash or recycling in your area. Additionally, you may ask your Area Leader or supervisor for suggestions on how to dispose of certain items.



Selling and Donating Establishments

Visit, call, or check the website of each establishment for details about their specific guidelines and requirements for accepting donations or items to sell.

Sell:

- Book-Off/Hard-Off/Off-House
- 2nd Street/Jumble Store
- Almost New
- Manga Souko

[ジモティ](#)



Donate:

- Fukuoka Donald McDonald House
- The Salvation Army
- UNIQLO
- H&M
- Mottainai Japan: a Facebook group for giving away personal items.

Getting Rid of Your Car



If you must get rid of your car, you will have to transfer ownership to an individual or dealer or dispose of it. It may also take a long time to fill out paperwork and come to an agreement with a buyer. Begin the process of selling or disposing of your car as early as possible. It will be extremely difficult to do this after leaving Japan. Page 9 contains a list of important documentation that you may need for the process, but your city or town may require additional documents. If you have questions about this process, contact the nearest Land Transportation Office (陸運局 riku unkyoku) or ask your supervisor.

Cancelling Your Voluntary Insurance

If you have pre-paid for a full year of insurance, you cannot receive a refund for your policy. However, if you are paying insurance monthly, you will not be charged after you cancel your policy. Please contact your insurance agency to find out details about cancelling your insurance.

Land Transportation Office	
Fukuoka	050-5540-2078
Kitakyushu	050-5540-2079
Chikuho	050-5540-2080
Kurume	050-5540-2081





Documentation Necessary for Getting Rid of Your Car

	Selling		Disposing
	Seller Needs	Buyer Needs	Using a company
Driver's License 運転免許証 (<i>untēn menkyōshō</i>)	○	○	○
Residence Card 在留カード (<i>zairyū kādo</i>)	○	○	○
Car Keys 車の鍵 (<i>kuruma no kagi</i>)	○		○
Registered Inkan 印鑑 (<i>inkan</i>)	○	○	○
Proof of Inkan Registration 印鑑証明書 (<i>inkan shōmeisho</i>) The Proof of Inkan Registration is only valid for three months. If selling to your successor, be sure to apply for this as close to your departure date as possible. It is unlikely that you will be able to get this reissued after cancelling your Japanese residency.	○	○	○
Car Ownership Transfer Application Form OCRシート第2号様式 (<i>OCR-shīto dai ni-gō yōshiki</i>)	○		
Proof of the Transfer of Car Ownership 譲渡証明書 (<i>jyōto shōmeisho</i>)	○		
Proof of Automobile Tax Payment 自動車税納付証明書 (<i>jidōsha-zei nōfu shōmeisho</i>)	○	○	○
Motor Vehicle Inspection Certificate (Car Registration) 車検証 (<i>shaken shō</i>)	○		○
Compulsory Automobile Liability Insurance Certificate 自賠責保険書 (<i>jibaiseki hokensho</i>)	○	○	
Certificate of Proof of Address 使用者を称する正面 (<i>shiyōsha wo shōsuru shōmen</i>)			
Certificate of Parking Space Application 車庫証明 (<i>shako shōmei</i>) The Certificate of Parking Space is only needed for white plate cars. The Certificate of Parking Space Application must be reviewed by the buyer's local police officer. Be sure that they fill out the application and visit the police station with appropriate documentation. They should receive a Certificate of Parking Space upon approval which you will both need to take to the Land Transportation Office.		○	
Map of Parking Space & Registered Inkan Stamp from Landlord		○	
Certificate of Disposal 自動車廃車証明 (<i>jidōsha haisha shōmei</i>)			○
Front & Back License Plates ナンバープレート (<i>nambā purēto</i>)			○
Letter of Attorney 委任状 (<i>i-ninjō</i>) You will need a Letter of Attorney in order to have your supervisor sign paperwork for you. Please be sure to provide them with the necessary information in advance.	○		○
Processing Fees	¥500	≥¥500	≥¥10,000



Shutting Down Your Home

After you've sorted your belongings, there are still several steps to moving out of your home. Many of these take time and money. Talk to your school or office about when they can assist you.

Contact Your Landlord

If your home is provided by your CO, please discuss your moving-out procedures with them before contacting any third parties.

Inform your landlord or rental agency of your exact departure date at least one month in advance, and schedule a final apartment inspection. They can calculate prorated costs if you are staying for only a partial month. The final inspection will determine costs for apartment repairs and cleaning. Your deposit or key money (if paid) will be used to cover these costs.

Cancel Utilities/Accounts & Pay All Bills

Ensure your utilities/accounts are cancelled and final bills are paid. Water, electricity, and gas can usually be discontinued on the day of departure with settlement of outstanding prorated bills made on the same day. Contact these companies in advance and request them to visit your apartment and check the meters on your last day.

internet
rent
membership
nhk phone
gas
water
electricity
subscription

Cancel Mobile Phone

You may cancel your mobile phone anytime up until the day you leave Japan by visiting your mobile phone provider's retail outlet. You will probably need to visit the store in person to cancel your mobile phone contract. Cancellation procedures are usually not possible over the phone. Mobile Virtual Network Operators are an exception to this rule since they do not usually have a physical shop you can visit. Check your policy for exact cancellation procedures.

When cancelling your mobile phone, bring your ID (passport or residence card), personal seal (*inkan*), and your mobile phone. Basic monthly fees and charges for optional services will likely be calculated on a prorated basis. This process may take longer than expected, so budget enough time to complete it.



Pro Tip! Refer to the **Budgeting for Final Expenses: Worksheets** on pages 53~54 for further guidance.



Moving Out Notification (転出届 tenshutsu todoke)

You are required to notify your city or town office before leaving Japan or when moving to a new city. To do so, please bring the following items to your city or town office:

- Residence card
- Personal seal
- Completed Moving Out Notification Form
- MyNumber Card (マイナンバー通知カード mainambā tsūchi kādo), OR Individual Number Card (個人番号カード kōjin bangō kādo).

These may be kept by your city or town office if you are leaving the country. However, your Residence Card should either be kept by you if you are staying in Japan, or handed in at the airport if you are moving to another country. Upon completion, you should receive a final Moving Out Certificate.

Forward Mail

(転居届 tenkyo todoke)

If you are staying in Japan after JET, inform the post office of your new address by completing a Change of Address Notification. Mail will be forwarded to your new address in Japan for one year. Mail cannot be forwarded to an overseas address. Further information regarding this forwarding service can be found on the Japan Post website. Relocation forms are available in all post offices at online.

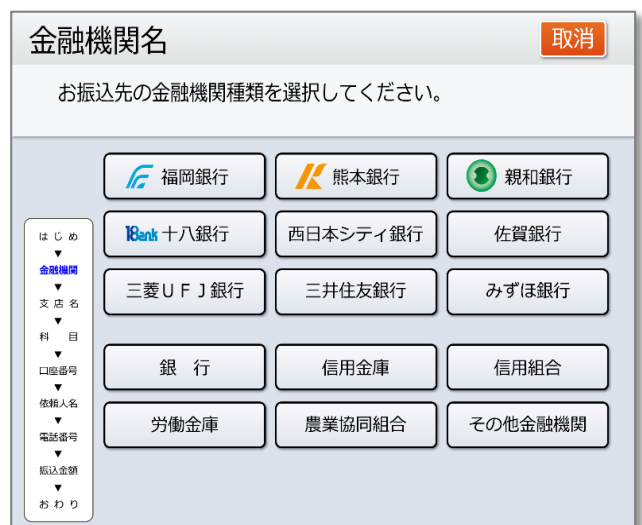


Japan Post Services	
Forwarding Service/ Relocation Forms	http://welcometown.post.japanpost.jp.etn/

Close Your Bank Account

(口座解約 kōza kaiyaku)

To close your bank account, bring your bank book, cash card, and personal seal with you to your bank. You may incur handling charges if you close your account at a branch other than the one where your account was first opened. It is not possible to close your account over the phone or from overseas. If you need to close your account before your final paycheck or before paying utilities and other charges, make sure that adequate measures are taken for these payments to be handled in cash.





Return Airfare Eligibility

If you fulfill the conditions below, your CO will bear the cost of your one-way travel from Fukuoka Airport or Kitakyushu Airport to the international airport from which you departed your home country. This includes domestic travel to the airport and the cost of the flight. Please speak with your office staff before you begin looking at flight tickets to get the most accurate information.

Complete your term of appointment

Do not enter into a subsequent contract in Japan within 30 days of completing your appointment

Leave Japan to return to your home country within 30 days of the end of your appointment

Return Airfare Ticket Criteria

Factors for consideration:

- Is it the most direct flight(s) possible?
- The fastest route? (layover times included)
- The most cost effective available option?

Things to consider!

- You must return to the airport you departed from unless approved for an exemption under special circumstances.
- Tickets should be finalized at least one month before your last day of work.
- Buying the tickets in yen will help the process.

Acquiring the Return Airfare Ticket

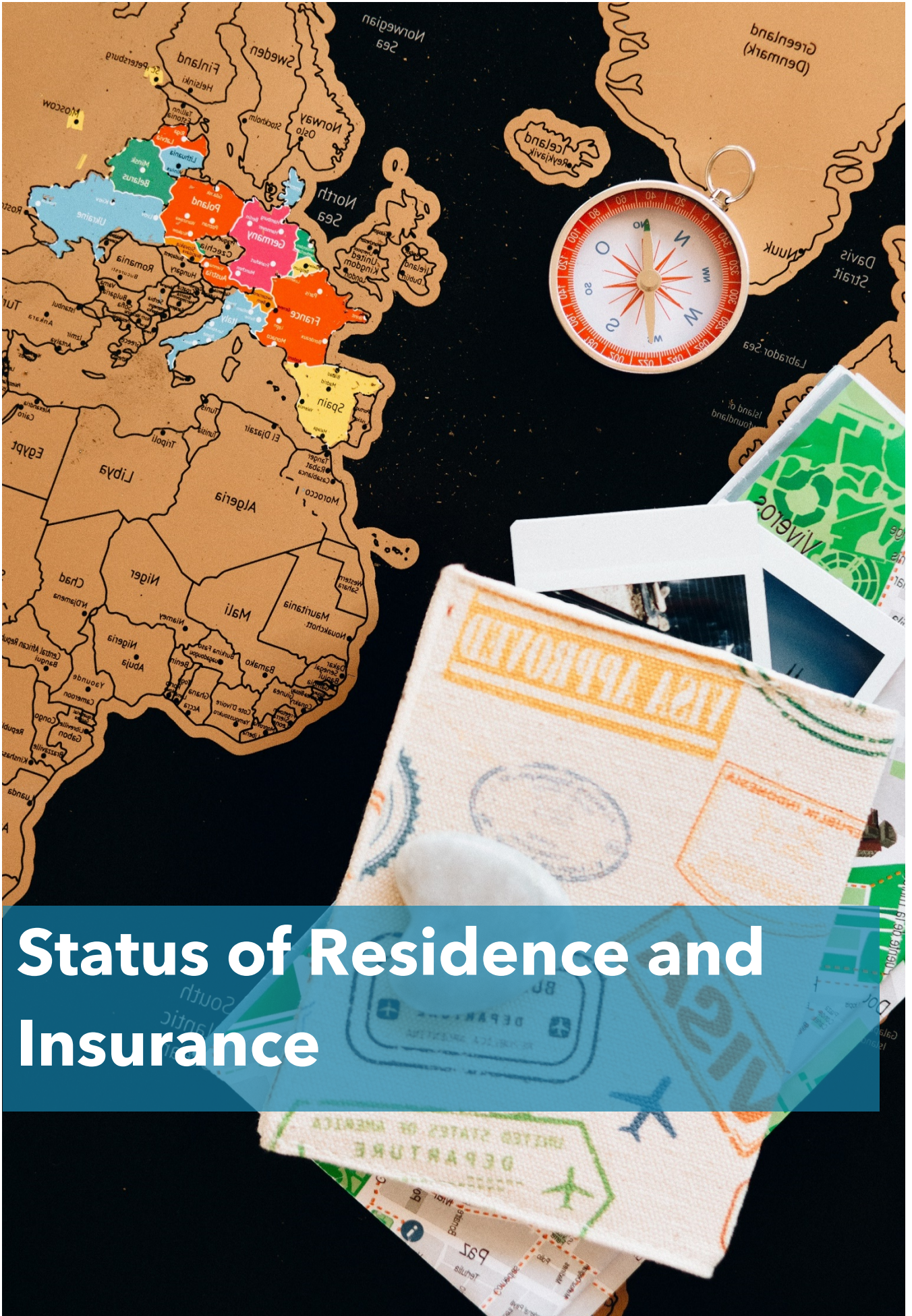
A budget will be sent to your offices based on flight prices of the past fiscal year. These numbers act as a general guideline. If your ticket exceeds the given budget, proof will be required to show it is the fastest, most cost effective and most direct route. Some COs may require the ticket to be refundable. There are three different methods of return airfare provision which your CO may request. Be clear about which method below your office prefers prior to buying a ticket.

1. Your CO will purchase the ticket for you

2. Your CO will provide you with money upfront to buy the ticket yourself

3. Your CO will ask you to buy the ticket and then reimburse you upon submission of a receipt

Your CO may require you to use a travel agency. If you are responsible for booking your ticket, your CO may ask you to fill out a travel itinerary form detailing your trip. Start speaking with your school or office early for a smooth flight home.



Status of Residence and Insurance



Status of Residence

It is ultimately your responsibility to manage your immigration status. If you are caught violating immigration regulations at the airport, you may be deported at your own expense and barred from re-entering the country.

Information given in this packet is merely a suggested guide based on available sources. If you are unsure about how to proceed, do not hesitate to seek further assistance and clarification from an immigration bureau.

Status of Residence References in Fukuoka

Fukuoka Regional Immigration Office

Tel: (092) 717-5420

Hours: 09:00 - 12:00; 13:00 - 16:00

Closed Saturdays, Sundays, and Holidays

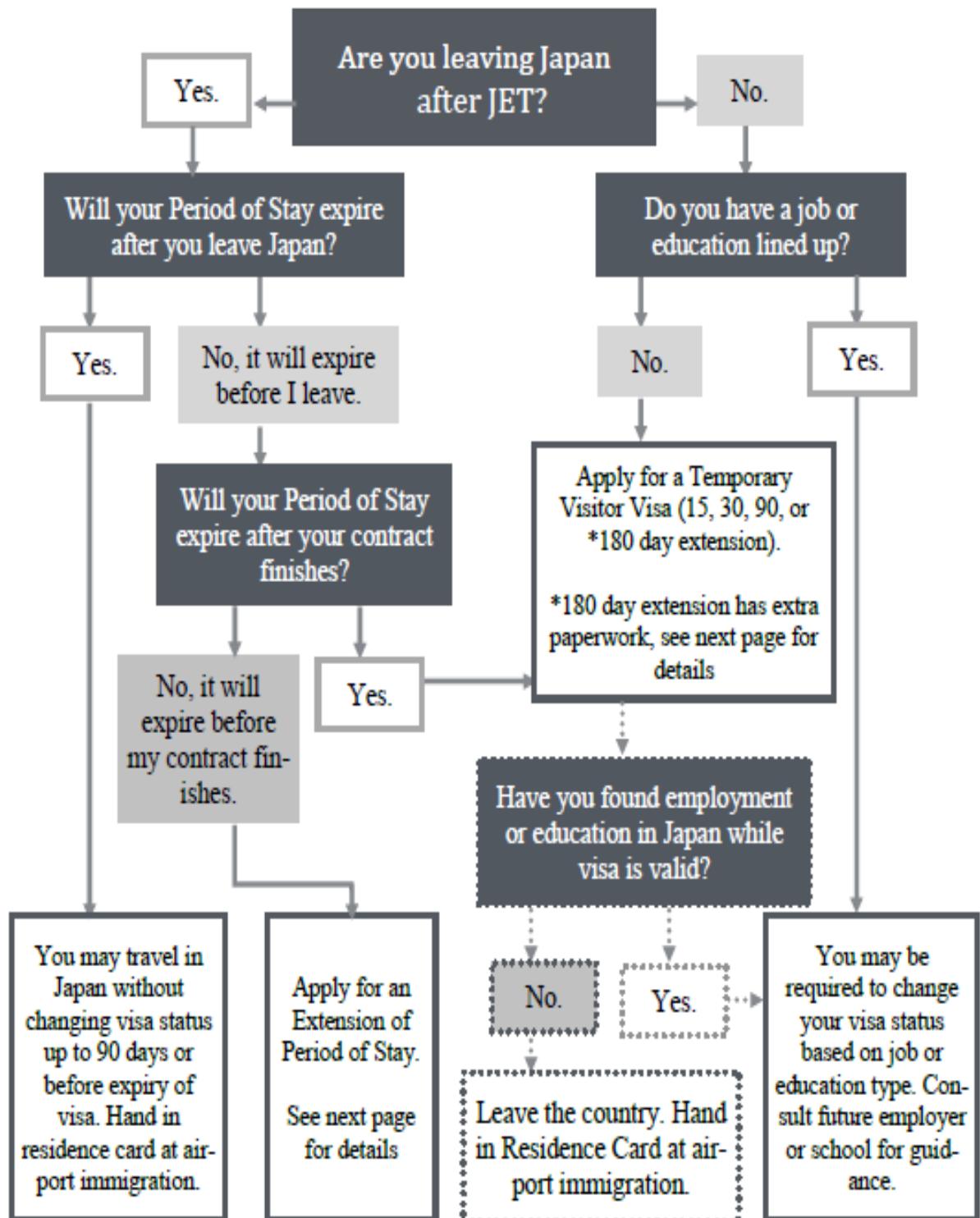
Kitakyushu Branch Office

Tel: (093) 582-6915

Hours: 09:00 - 12:00; 13:00 - 16:00

Closed Saturdays, Sundays, and Holiday

While in Japan with the JET Programme, you have maintained legal status on a work visa. However, when your time on the JET Programme finishes, you (may) have to update your visa to reflect your new status on your Residence Card or leave Japan before its Period of Stay expires. The procedures for updating your visa will differ depending on your situation. See the following infographic to determine your own path.





Documentation Necessary for Status of Residence

	Extension of Period to Stay	Changing Status of Residence	Change to Temporary Visitor
Application for Extension of Period of Stay 在留期間更新許可申請書 (zairyū kikan kōshin kyoka shinseisho)	○		
Application for Change of Status of Residence 在留資格変更許可申請書 (zairyū shikaku henkō kyoka shinseisho)		○	○
Passport 旅券 (ryoken)	○	○	○
Residence Card 在留カード (zairyū kādo)	○	○	○
Photo (4cm x 3cm), see website for further photo requirements 写真 (shashin)	○	○	
Certificate proving employment at a local public organization 地方公共団体に所属していることを証明する文書 (chihō kōkyōdantai ni shozoku shiteiru koto wo shōmei suru bunsho)	○ (CIRs only)	○ (CIRs only)	
Written explanation of your reason(s) for requesting Temporary Visitor status 短期滞在への変更を必要とする理由書 (tanki taizai e no henkō o hitsuyō to suru riyūsho)			○
Documentation from your CO showing contract end date and departure date 任他団体により作成された任用期間満了日および出国予定日を記載した書類 (ninta dantai ni yori sakusei sareta ninyō kikan manryōbi oyobi shukkoku yoteibi wo kisai shita shorui)			○
			○
Certificate of Employment (use this to receive a 180-Day Temporary Visitor Visa) [GIH p71] 在職証明書 (zaishoku shōmeisho)			○
	¥4,000	¥4,000	

If your spouse has Japanese nationality or has a working visa in Japan, you may decide to stay as their dependent. Should you choose to adopt a Dependent visa, update your Status of Residence to reflect those changes.



Insurance

National Health Insurance

Your National Health Insurance is valid up until the last day of your appointment. Upon completion, your medical insurance card should be returned to your school/office.

If you will reside in Japan post-JET, you are required to continue payment for National Health Insurance. If you will be converting your work visa to a Temporary Visitor (non-resident) visa, you will not be required to continue paying. Note that if you decide to convert to Temporary Visitor status, you will be liable for the full cost of any medical treatment received in Japan prior to departure. If you plan to travel post-JET, consider purchasing traveler's insurance through your home country.

Jet Accident Insurance Policy

The JET Programme Accident Insurance Policy provided by Tokio Marine & Nichido Fire Insurance Co., Ltd. will continue to provide coverage until the day you arrive back in your home country, the day you complete your term of appointment, or August 31st, whichever comes first. Refer to the JET Programme Accident Insurance Policy Guide for further details.

If you need to make a claim at any stage to Tokio Marine & Nichido Fire Insurance Co., Ltd. you can contact the company and ask to be transferred to the English line.



Tokio Marine & Nichido Fire Insurance Co., Ltd.
(provider of the JET Programme Accident Insurance Policy)
via phone at 0120 - 881 - 503

Money Matters





Taxes

Home Country Taxes

You may be liable to report your JET earnings or pay taxes in your home country. Therefore, it is prudent to obtain a **Statement of Earnings** (源泉徴収票 *gensen chōshūhyō*) from your CO. Make arrangements to receive a Statement of Earnings from your CO either before you leave JET or via post afterward.



Local Inhabitants Tax

JETs from the following countries are liable to pay Local Inhabitant’s Tax (住民税 *jūminzei*):

JETs Liable to Pay Local Inhabitant’s Tax		
Australia New Zealand Barbados Jamaica Trinidad & Tobago	Canada United States United Kingdom South Africa Singapore	ALL 3 rd , 4 th , 5 th + ALTs ALL CIRS

Taxes are calculated on January 1st of each year. The amount you owe is based on your total income earned during the previous calendar year (January 1st to December 31st). If you are liable for paying Local Inhabitant’s Tax, it will typically be paid out of your salary. This tax is typically deducted monthly from your remuneration, or you will receive a bill in June for the entire year.

1. January 2022: Local Inhabitant’s Tax is assessed based on your income earned from January 1st, 2021 to December 31st, 2021
2. June 2022: Your Local Inhabitant’s Tax bill arrives

You will not receive extra money from your CO to pay this, so budget accordingly. If you are a departing first-year JET, your Local Inhabitant’s Tax should be based only on income earned from the time you arrived in 2021 (typically April or August) to December 31, 2021. For liable second-year JETs, you must pay your Local Inhabitant’s Tax based on a full year of income. **Make sure you set aside money for this tax, otherwise you will be in for a shock when hit with a ¥100,000+ fee at the end of your appointment.**

Local Inhabitant’s Tax Assessment 2021-2022:

Other Expenses to Consider ¥

<p>Leaving Japan is expensive. It is important to budget well in advance to avoid being short on funds when they are needed most. In addition to moving out expenses, be aware that your final paycheck may not be a full month’s pay. Please use the bilingual ‘Budgeting: Final Expenses’ and ‘Budgeting: Personal Expenses’ resources on pages 47~49 of the Appendices to help track costs.</p>	<ul style="list-style-type: none"> ▶ Final Local Inhabitant’s Tax Payment ▶ Move out fees ▶ Possible cancellation fees for utilities, phone subscriptions, etc. ▶ Disposal fees for car and other large furniture or appliances. ▶ Possible cleaning for repair fees for apartment. ▶ Shipping costs for your belongings. ▶ Cost of return airfare if you are not eligible for travel allowance from CO ▶ Amount of money for establishing yourself after JET.
---	--



Pension Refund

□



Payment into the Japanese Pension System is mandatory for everyone living and working in Japan. This money is deducted from your monthly paycheck. Foreign nationals who have been paying Pension Insurance—and who give up residence in Japan—are able to apply for a Lump-Sum Withdrawal Payment (pension refund) if they meet the following criteria:

- Do not possess Japanese citizenship
- Apply within 2 years of leaving Japan
- Have paid Employee Pension premiums for at least 6 months
- Never qualified for pension benefits (including Disability Allowance)
- Do not have a place of residence in Japan (submitted Moving Out Notification [転出届 tenshutsu todoke] prior to leaving)

The Lump-Sum Withdrawal Payment is subjected to a 20% withholding tax, but this tax can also be refunded to you with the help of a designated tax agent.

Amount Refunded

Those who fulfill the conditions shall be granted an amount according to their remuneration, rate period, and period of coverage. You can calculate an estimated total of your Lump-Sum Withdrawal Payment at <https://sayonara.co.jp/en>.

The Lump-Sum Withdrawal Payment and Tax Refund Process:

1. Before leaving, get the necessary forms and designate a tax agent
2. After leaving Japan, mail necessary forms to Japan Pension Service
3. Receive Lump-Sum Withdrawal Payment into overseas bank account
4. Mail notice of refund to tax agent in Japan
5. Tax agent files for refund of tax on Lump-Sum Withdrawal
6. Tax agent receives tax refund in Japanese account
7. Tax agent transfers the money to you

Note: Beginning April 1st, 2021, the Lump-Sum Withdrawal limit was extended from 3 years to 5 years. For JETs from countries with **Social Security Agreements** in Japan who have stayed longer than 5 years, it is possible to have your full pension contribution rolled over into your home country's pension scheme instead. For details and related forms regarding **Pension Rollover**, refer to the Japan Pension Service website under **International Social Security Agreements**.

Sample Pension Forms can also be found on pages 57~59 of the Appendices. See page 28 for a summary of the pension refund and tax processes.





Filing for Lump Sum Withdrawal

1. Download the 'Claim Form for the Lump-Sum Withdrawal Payment' from the following link, or obtain it from a Japan Pension Service office near you.

<https://www.nenkin.go.jp/international/japanese-system/withdrawalpayment/payment.html>

2. Fill in and assemble all necessary information and documents. You will need information from your blue Pension Book. You must attach the following items:
 - A copy of your passport (the pages showing your name, date of birth, nationality, signature, residence status, as well as the date of your final departure from Japan).
 - Your home country bank's "stamp" for verification. If your bank does not issue a stamp, you must provide documents verifying your bank's name, branch office name, branch address, bank account number, and your name as the account holder.
 - Your Pension Book.

Note: All JET Programme participants need only to supply the "Basic Pension Number." The other section can be left blank.

Send the claim form with accompanying documents **after** leaving Japan to:

Japan Pension Service
 3-5-24 Takaido Nishi
 Suginami-ku, Tokyo 168-8505
 JAPAN

If granted, the Lump-Sum Withdrawal Payment will be deposited directly into your bank account overseas. The amount of the Lump-Sum Withdrawal Payment remitted to the account will be calculated at the currency exchange rate at the date of transaction. It can take more than 6 months to process your claim form and receive your payment



Tax Refund on Lump-Sum Withdrawal Payment

Those who are eligible for the Lump-Sum Withdrawal Payment may also qualify to receive a refund on the 20% flat tax placed on the Lump-Sum Withdrawal Payment.

1. Designate a Tax Agent (person to file your tax paperwork)

Before leaving Japan, get a copy of the **Notification of Tax Agent Form** from any tax office branch. Submit the form to the tax office with jurisdiction over the address where you last lived before your departure from Japan to designate your tax agent. When designating a tax agent, find someone you trust with financial matters and who you can easily correspond with once you return to your home country (such as a close colleague or friend). A tax agent must be a resident of Japan but does not have to be a Japanese national. If you leave Japan without filing the Notification of a Tax Agent form, you can file it when making your claim for a tax refund. Take into account that asking someone to be your tax agent places a burden on them and nobody (including anyone at your CO, the PAs, etc) is obligated to do so.

2. File for and receive the Lump-Sum Withdrawal Payment

Follow the instructions to file for the Lump-Sum Withdrawal Payment. Once you have received the payment from the Japan Pension Service office, mail the original copy of the **Notice of the Lump-Sum Withdrawal Payment (Entitlement)** to your tax agent, which is sent to you with remittance of the Lump-Sum Withdrawal Payment.

3. Tax agent files for the tax refund

Have your tax agent go to the same tax office as in step (1) above and file an **Income Tax Return** on your behalf. The refund will be deposited into the bank account your tax agent designates in Japan. Once received, have your tax agent transfer the refunded amount to your bank account.

Deadlines

Tax refund applications must be made within 5 years of your departure from Japan. All JETs, whether they pay Japanese income taxes or not, will be subject to the 20% flat tax. It is your responsibility to find and designate a tax agent for this refund. The tax refund can take more than 6 months to process. CLAIR does not handle the paperwork for this refund. Additionally, your CO, and the PAs **are not** obligated to handle the paperwork for the Lump-Sum Withdrawal Payment or the Tax Refund.

Enquiries:

All enquiries must be directed to the designated tax office nearest where you were a resident in Japan. To make enquiries regarding the status of your application, you will need to know your Basic Pension Number, so **please take note of it before sending in your Pension Book with your claim form.** Enquiries can also be made to the Japan Pension Service in writing to their address, or by phone in Japanese at 036-700-1165.

If your school or office has any questions, there is a description of these procedures in the Contracting Organization Manual

(任用団体用マニュアル; Ninyō dantai-yō manyuaru)



Important Vocabulary

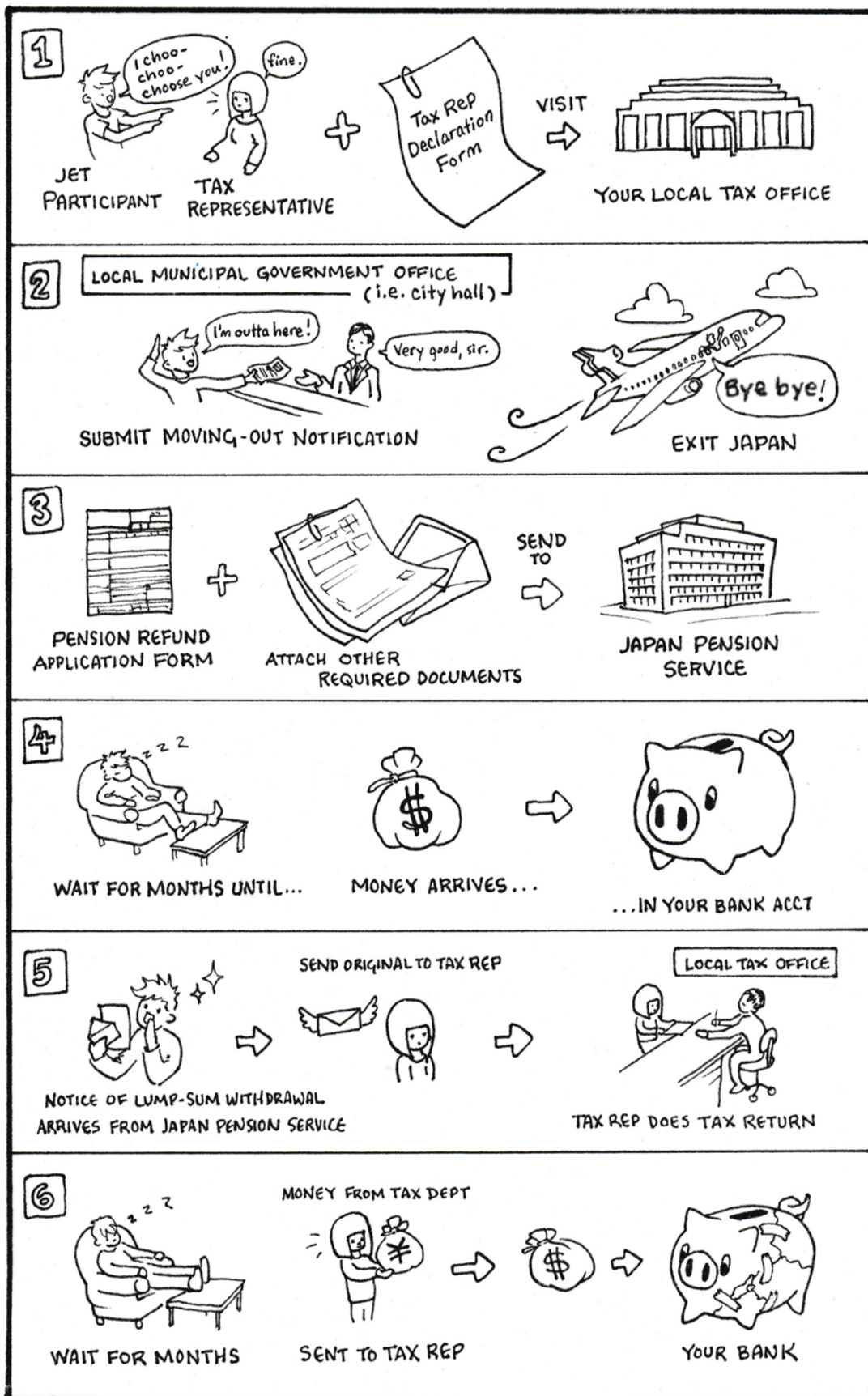
Pension Refund	脱退一時金	<i>dattai ichijikin</i>
Japan Pension Service	日本年金機構	<i>nihon nenkin kikō</i>
Japan Pension Service Office	年金事務所	<i>nenkin jimusho</i>
Lump-Sum Withdrawal Payment	脱退一時金請求書	<i>dattai ichijikin seikyūsho</i>
Moving Out Notification	転出届	<i>tenshutsu todoke</i>
Claim Form for the Lump-Sum Withdrawal Payment	脱退一時金請求書	<i>dattai ichijikin seikyūsho</i>
Employees' Pension Insurance	厚生年金	<i>kōsei nenkin</i>
Pension Book	年金手帳	<i>nenkin techō</i>
Tax Refund on the Lump-Sum Withdrawal Payment	脱退一時金の源泉所得税の還付	<i>dattai ichijikin no gensen shotokuzei no kanpu</i>
Tax Representative	納税管理人	<i>nōzei kanrinin</i>
Notification of Tax Agent Form (for foreigners)	納税管理人の届書 (外国人用)	<i>nōzei kanrinin no todokesho (gaikokujin yō)</i>
Notice of the Lump-Sum Withdrawal Payment (Entitlement)	脱退一時金支給決定通知書	<i>dattai ichijikin shikyū kettei tsūchisho</i>
Income Tax Return	確定申告書	<i>kakutei shinkokusho</i>

Pension Refund and Tax Refund Overall Procedures Summary

	Lump-Sum Withdrawal Payment		Tax Refund on Lump-Sum Withdrawal Payment	
	JET Participant		JET Participant	Tax Agent
Before Leaving Japan	<ul style="list-style-type: none"> Obtain Claim Form for the Lump-Sum Withdrawal Payment Submit Moving Out Notification to local Municipal Office 		<ul style="list-style-type: none"> Specify a Tax Agent using the Notification of Tax Agent Form 	
After Leaving Japan	<ul style="list-style-type: none"> Send completed Claim Form with necessary documents to Japan Pension Service Receive Lump-Sum Withdrawal Payment in your home country several months later 		<ul style="list-style-type: none"> Send the original copy of the Notice of the Lump-Sum Withdrawal Payment (Entitlement) to Tax Agent 	<ul style="list-style-type: none"> Apply for Tax Refund at tax office in Japan Receive Tax Refund in Japanese Account Send Tax Refund to JET participants overseas



Pension Refund and Tax Refund Overall Procedures Illustration








Moving Things Overseas



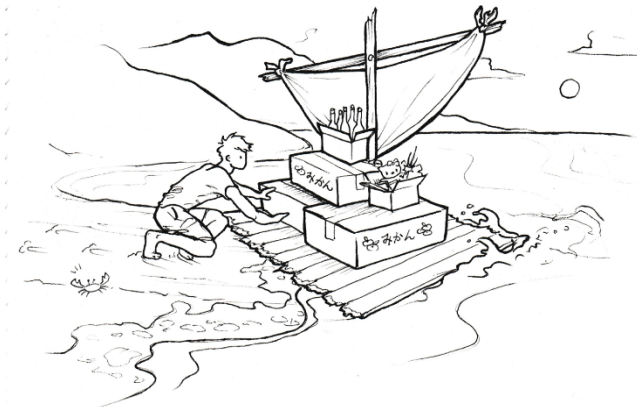
Sending Money

The three most popular methods of sending money overseas are GoRemit, Wise, and Japan Post Bank. Remittance services generally have lower fees, better security, and more favorable exchange rates than bank-based transfers, but they also may involve more steps to get set up. You should begin to send money home **no shorter than three months** prior to leaving Japan to allow for re-application in the event of any unexpected application errors. See more information below about each online service:

Service	 [Overseas Remittance Service]		 Japan Post Bank ゆうちょ銀行	Japan Post Bank Yucho Direct
Registration	Phone app	Online / Phone app	Online / Phone app	Online / Phone app
Transfer Process	Phone App	Online / Phone App. If no Japanese online banking account, complete at ATM.	Online / Phone App May be asked to submit identification proof in advance.	Online / Phone App May be asked to submit identification proof in advance.
Fees & Exchange Rate	2000¥ flat rate fee; daily rate sent in email	Percentage fee; all information listed up-front	3000¥ fee; 3000¥ more for investigation, cancellation etc. Citibank exchange rates	3000¥ fee; 3000¥ more for investigation, cancellation etc. Citibank exchange rates
Limits	1.2 million ¥ per transaction by default. Can apply to increase.	1 million ¥ per transaction	1 million ¥ per transaction 2 million ¥ per day 5 million ¥ per month	1 million ¥ per transaction 2 million ¥ per day 5 million ¥ per month
Access Link	https://www.sbishinseiban.com.co.jp/english/goremit/	https://wise.com/	https://www.jp-bank.japanpost.jp/direct/pc/dr_pc_index.html	https://www.jp-bank.japanpost.jp/direct/pc/dr_pc_index.html



Sending Belongings Home



To avoid paying excess baggage charges at the airport, consider sending things home early. There are several options for shipping including Japan Post, other courier services, and private freight shipping companies.

Japan Post

There are four ways to send via Japan Post: EMS, Airmail, Economy Air (SAL), and Surface Mail. Frequently look for updates about weight, size limits, and labelling requirements on their website before packing your boxes.

Services		
Express Mail Service	EMS	EMS
Air	航空便	<i>kōkūbin</i>
Surface Air Lifted	SAL 便	<i>SAL bin</i>
Surface	船便	<i>funabin</i>

Furthermore, COVID-19 and other events have disrupted postal services worldwide and changes in shipping availability and costs occur often. For example, SAL is currently unavailable to all countries and may still be closed this summer. Check their website regularly for updates.

JP Post Website
www.post.japanpost.jp/index_en.html
JP Post Service by Country
https://www.post.japanpost.jp/int/information/overview_en.html

Courier Services & Private Freight Shipping Companies

Takuhaibin is an affordable option which can be which provides domestic and international shipping services. It is accessible from many supermarkets, convenience stores, and gift shops. Private shipping companies offer both air and sea services at a range of prices depending on destination and volume/size of goods to be shipped.

One company is Yamato, which offers international moving support. For more information or a free estimate, see their website.

These services may take up to three months to deliver, particularly if using surface mail. Due to worldwide shipping delays, delays are likely in all shipping methods.

Sending Luggage

If you are traveling home via a plane ticket sponsored by your CO, discuss in advance the baggage limits, and whether additional baggage can be purchased if you need more.

Also, Yamato and Japan Post offer luggage forwarding services which sends your luggage to your departure airport so that you don't need to carry them with you. For more information about Yamato's Airport TA-Q-BIN service visit their website.

Yamato Service Websites	
General Service	https://www.kuronekoyamato.co.jp/en/
Yamato Airport TA-Q-BIN	https://www.kuronekoyamato.co.jp/ytc/en/send/services/airport/



Employment After JET



Self-Assessment

You may be thinking: What is the next step in my career? What do I want my next job to be? What companies are looking for employees with my skills? These are tough questions to answer, so it is best to start answering these questions early.

If you are having trouble imagining what to do next, take time to examine or assess your own skills, preferences, and values first.

When answering these questions, be totally honest with yourself. Once you're satisfied with your inventory of attributes and preferences, study it carefully. What patterns do you see? What career suits the profile you have begun to create? And how can you shape your next steps to fit your preferences?



What Skills Do You Have?

Hard Skills	Japanese language, administration, TEFL, or computer programming, etc.
Soft Skills	Communicating, public speaking, leadership, or problem solving, etc.
Personal Traits	Adaptable, intuitive, motivated, independent, hard-working, logical, productive, or punctual.

What Kind of Problems Do You Like to Solve?

Interpersonal, logistical, technological, educational, creative, financial, etc. Consider what it is about these problem types that spark your interest.

What Environment Do You Want to Work in?

Indoors or outdoors, rural or urban, abroad or in your home country, in one location or always traveling, high energy and fast-paced or low-key and slow, English-only or bilingual, etc.

Who Do You Want to Work with?

A mono- or multi-cultural staff body, young people or the elderly, people with certain belief systems, students, a high-pressure environment or a more leisurely one, etc.



Reference Letters

Once you have a job in mind, consider who in your network would be ideal to write letter of recommendation for you. Though we were recruited through the JET Programme, and CLAIR by extension, they are not our employers. It is not possible to contact them and request a letter of reference or recommendation. Though JET facilitates our employment in Japan, we are directly employed by our own respective CO.

If you require documentation confirming your employment in Japan, request a formal Certificate of Employment (jirei or zaishoku shōmeisho) from your CO (contracting office or school).

Ask the Right Person

Think carefully about who you would like to write your reference letter. If you have a connection in your desired field or someone who knows you well and can speak to your strengths, ask them to write you a reference letter.

If you ask at work, your office may suggest the *kachō* or *kōchō* write the letter because of their impressive title even if they did not know

you well. However, you may explain that you'd prefer a letter written by someone who has worked with you and can say something meaningful about your work.

Ask Early

It is standard etiquette to ask for a reference letter at least a month in advance of when you need it. Keep in mind that our coworkers are often busy, and they may take longer than expected to write their letter (especially if it is in English). Give them plenty of time to work on their letters and get approval from *kachō* or *kōchō*. It is also best to ask while you are still in Japan since it is much harder to keep track of people after you have left.

Explain the Focus

Are you applying to graduate school or a job? What kind of program or job is it? What insights do you think your reference could provide which might impress your future school or employer?

Explain to your referee what position you are applying for, and what points they can mention which will impress the admissions or hiring team. It may be a good idea to offer your referee a list of achievements that you may want mentioned.

Give an Example

You may wish to provide an example letter to give to your referee if they are not familiar with your desired style of reference letter. Highlight the structure, content, and formatting your letter needs to be effective for your application. Do not draft your personalized reference letter for them in full. To see a sample English reference letter, please see page 61 of the Appendices, but remember that reference guidelines will differ.

Be Respectful

Your referee is doing you a favor, so be as accommodating as possible. If postage is required from Japan, pay for the postage yourself.



Update Your Resume with JET

You have gained many skills and experiences on JET which you can include in your resume. Simply having worked overseas is a selling point other applicants may not have.

If you are having trouble thinking about how your time on JET has made an impact on your resume, make a list of all your duties and accomplishments while you've worked here. Do it now before you forget. List any ideas you pitched and were able to implement at your schools or offices, and don't hesitate to mention personal and professional successes. Here are some examples with blanks which you can use to fill with more accomplishments:

Day-to-day school and office duties	Extra-curricular activities	Proof-reading or translating	Study groups or adult English classes
Public speaking	Nursery school visits	Interpretation	Exam-writing
Published articles about you	Published articles you've written	Cultural exchange activities or events	Japanese language ability and certifications
FAJET or NAJET participation	Area Leader participation	Presentations at SDC or ALT meetings (include titles)	New teaching initiatives you spearheaded
English camp organization or participation	Speech or debate contest coaching	Volunteer work	Curriculum planning

Many of us don't realize how our time here has bolstered our employability until we look closely. By breaking down our individual responsibilities, accomplishments, and skills, it becomes easier to see how they are relevant to our future goals.

For further help putting together your Western-style resume, please refer to the Sample Resumes on pages 62 - 63 of the Appendices.



Job Seeking Resources



Finding employment after JET can feel daunting. For JETs returning to their home countries, the job landscape may have changed drastically. For JETs wishing to stay in Japan, there are many opportunities both in and outside of teaching but understanding the cultural nuance and etiquette behind applying for jobs can be tough for first timers. Luckily, there are many online resources to help you no matter where you pursue employment!

CLAIR Online Job-Seeking Study Material

This study material for job seekers covers a range of information on how to phone or email companies with initial inquiries, different job types, how to prepare entry sheets, tips for interviews in Japan, as well as the notorious Japanese-style resumes called 履歴書 *rirekisho*. Find it at jetprogramme.org/en/jobseeking/

Vince Ricci's Resume Resources

Vince Ricci is a lecturer and admissions consultant at the University of Tokyo who does

pro bono work helping JETs prepare for life after the program. He used to have a blog specifically catered to JET alumni and their job-seeking needs after JET. Now he has a website with a wider range of resources for resume writing. Here is the link:

<https://www.vinceprep.com/videos/resumes>

AJET Resources

National AJET offers advice and resources for post-JET life. There is also a Facebook group for finding jobs advertised by JET alumnae.

Advice:

<https://ajet.net/departing-jets/after-jet-advice/>

Jobs:

<https://www.facebook.com/groups/ajetjobs/>

"What Color is Your Parachute" by Richard Bolles



There are many books and resources available to purchase or for free to help you find your path to your future career. A resource used by some Fukuoka JET alumni is the book "What Color is Your Parachute". This book contains exercises, quizzes and a good deal of wisdom to help you clarify your goals and figure out your ideal work situation. Visit this website for more information:

<https://www.parachutebook.com/>

JET ALUMNI TIP

Apply and go to as many job interview as possible. It will make you more comfortable with the format - Daniel Paqliaro, Muni, Fukuoka JET, 2018-2021



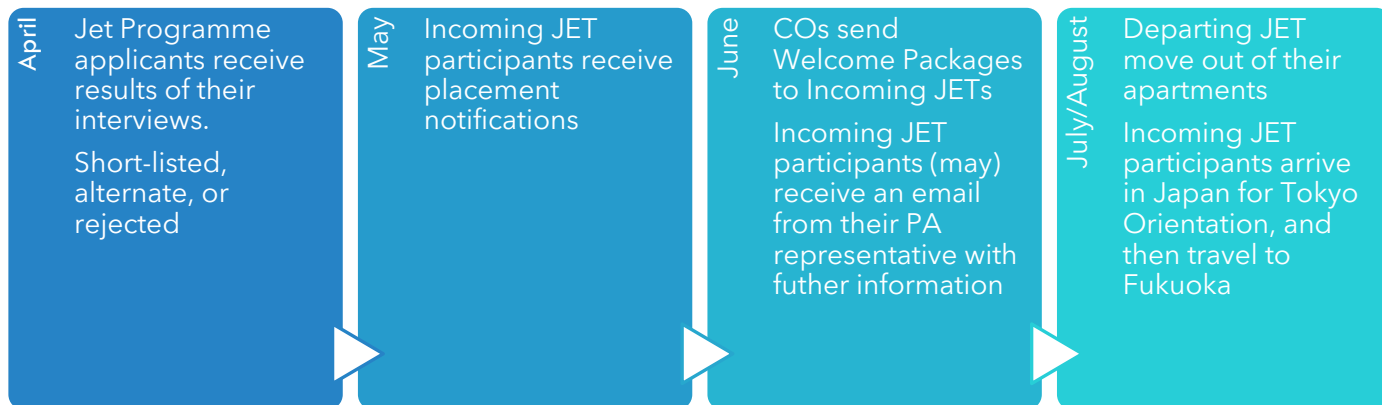
Preparing for Your Successor





Successor Timeline

Look at the chart below to familiarize yourself with your successor’s tentative timeline:



Successor Information Packet



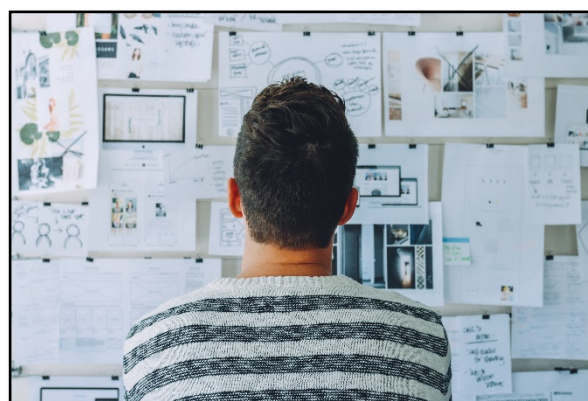
Moving to Japan can be overwhelming. On top of that, ESID. You are the best person to help your successor understand the unique circumstances they will soon inherit.

For prefectural ALTS, your PA will ask you to complete a Successor Information Packet (SIP) to share valuable information with your successor to help them transition to life in Fukuoka. If your PA does not ask you to complete a SIP, you can download it from the [Fukuoka JET website](#) and prepare it for your successor on your own.

The SIP will include pre-departure advice, information about your living situation, and details about life at work. It will also ask for your

email address or other contact information so that your successor may contact you before their arrival and ask questions about the information you provide.

Please remember that your successor's experience may differ largely from your own despite inheriting your same school and situation. Details regarding individual conflicts will not be helpful for incoming JETs and should not be shared. However, information such as classroom management, student discipline, and special needs learning may be helpful to relay.





Further Preparations

Your Workplace

- **Organize all of your work materials.** This includes both hard copies and digital files. Go through everything as thoroughly as possible. Keep things that are useful or important and toss files that are outdated. For the materials you keep, consider if they are understandable in their current state. If not, leave notes on what they are and how to utilize them.
- **Tidy up your desk.** After you've gotten rid of old worksheets paperwork, announcements, etc., file the remaining essential documents in a way that is clear and logical. Label digital files clearly as well. Don't forget to clear out drawers and cabinets of unnecessary knick-knacks, mostly-used pens, and anything else they won't need.
- **For ALTs: Leave a summary of your classes.** What topics have you covered and activities have you done? What works well or poorly with which class? How is the atmosphere different depending on the class? After your successor finishes their introductory lessons, what should they logically do next? Being dropped into the middle of the school year can be very disorienting. Give them some direction. It would also be helpful to leave behind classroom rosters and a teacher's room seating chart.
- **For CIRs: Leave a summary of your work duties.** What is your office environment like? What are your typical duties? What kind of requests do you usually get?





Your Home

- **Furniture & Appliances** – Be fully aware of which items belong to your CO. Of the items which belong to you, thoroughly discuss which ones you will pass on, sell, or throw away.
- **Food Stuffs** – Nobody likes wasting food, but when you are going through your pantry and fridge, consider whether or not your successor will actually want your leftovers. Ask your successor before leaving anything behind. If they don't want it, throw away, donate, or leave these food items with a continuing JET.
- **Selling** – When selling to your successor, be fair about pricing. Consider the item's condition, how old it is, and how often you've used it. Do not take advantage of your successor.
- **Throwing Away** – If you're debating whether to keep something, a good rule of thumb is: "If you were a new person coming in, how would you want to come to your new apartment/workplace and find it?" Also, if you haven't found the random notes leftover from your predecessor (3x removed) very useful, your successor probably won't either. When in doubt, just throw it out!



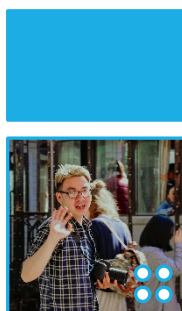
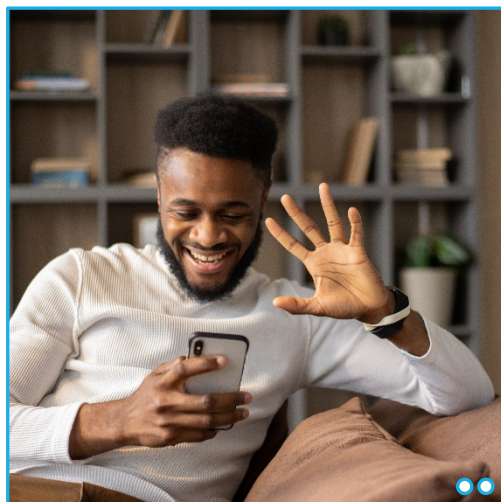
Saying Goodbye



Farewell Letters

In Japan, when anything starts or finishes it is often important to mark the occasion with some pomp and ceremony. For this reason, thank you and goodbye letters really ought to be written, at least to your *kōchō* or *kachō*. Perhaps some other teachers, your landlord, and that really nice man who sells you fruit at a discounted price would be pleased to receive one too.

Writing letters in Japanese can be a daunting as most of the formal rules of traditional Japanese still apply. Here is a model letter on which you can base your own. It's simple, so if you want something more advanced take a look at the many books available on Japanese letter writing.





Sample Farewell Letter

拝啓

暑い毎日が続いておりますが、校長先生はお元気でいらつしやいますでしょうか。

私は、去年から、○中学校で英語指導助手として働いてきましたが、今年から国に帰ることになります。

大変お世話になっておりましたが、今まで先生方からあたたかいご指導を頂いたことを深く感謝しております。

これからも、新しい挑戦にチャレンジしたいと思い、帰国後、イギリスのオクスフォード大学院で更に勉強を続けることになるのです。

校長先生をはじめ、○中学校の先生の方々と生徒の皆様のご健康とご多幸をお祈りいたします。

トム・ジョーンズ

敬具

知念聡子校長

追伸

帰国後の住所は、次の通りです。

25, Oxford Rd, Oxford, OXF 123, United Kingdom

Translation:

Greetings,

It's still hot every day at the moment. Are you keeping well, principal?

Since last year I've been working here at ○ Junior High School as an Assistant Language Teacher.

I wish to thank you all for your great assistance up until now, and for warmly guiding me. After my return, I am going to take on a new challenge by continuing my studies at the post graduate section of Oxford University.

I am wishing you, the other teachers, and all students of ○ Junior High School good health and happiness.

Regards,
Tom Jones, July 30

To:
Principal Satoko Chinen

P.S. This will be my address after I return:
25 Oxford Rd, Oxford. OXF 123 UK



Farewell Speech

Your workplace will probably ask you to make a farewell speech. Here is a general speech outline to get you started! The following pages have examples of formal (i.e. to your BOE or head of your workplace) and semi-formal speeches (i.e. with teachers at school or coworkers). The CLAIR After JET Guide also has specific examples. Mix and match for fun, personal experiences, and make it your own.

Start with an Opening:

Thank you very much for being here today.

Kyō wa atsumatte itadaki arigatō gozaimasu.

今日は集まっていたいただきありがとうございます。

My time in Japan has passed in the blink of an eye!

Hontō ni a tto iu ma ni, nihon ni iru jikan ga sugiteshimaimashita.

本当にあっという間に、日本にいる時間が過ぎてしまいました。

During that time, you have all done so much for me,

Sono aida, mina-sama ni wa hondō ni osewa ni natte,

その間、皆様は、本当にお世話になって、

...and you have all been so kind to me.

Goshinsetsu ni mimamotte kudasaimashita.

ご親切に見守ってくださいました。



Add in Some Personal Experience

What has been meaningful to you during your time in Japan? What memories or experiences do you share with your listeners? Personalize your speech to convey your feelings and involve your audience.

End with a Closer

I thank you from the bottom of my heart.

Kokoro yori kansha mōshi agemasu.

心より感謝申し上げます。

I hope for the development of (workplace) and for all of your good health.

(Workplace) no hatten to mina-sama no gokenkō wo oinori shite orimasu.

(職場)の発展と皆様のご健康をお祈りしております。

I will never forget all of you.

Mina-sama no koto wa isshō wasuremasen.

皆様のごことは一生忘れません。

Please come visit (country).

Zehi, (country) ni mo asobi ni kite kudasai.

是非、(国)にも遊びに来てください。



Speech for a Formal Setting

Thank you for all you have done for me these past (____) year/s.

Kono (____) nenkan, mina-sama ni wa hontō ni osewa ni narimashita.

この(____)年間、皆様には本当にお世話になりました。

I have a lot of memories of this time.

Ima iroirona koto o natsukashiku omoidashite imasu.

今いろいろなことを懐かしく思い出しています。

Even though I made many mistakes, you were all nice enough to teach me many things, which made me very happy.

Shippai bakari shite imashita ga, mina-sama ga itsumo shinsetsu ni iroiro to oshiete kudasatte, totemo ureshikatta desu.

失敗ばかりしていましたが、皆様がいとも親切にいろいろと教えてくださって、とても嬉しかったです。

Also, even when walking in town, people I don't know would smile and approach me and say, "You work at (workplace), don't you? Have you gotten used to your job yet?"

Mata, machi wo aruite ita toki, shiranai hito ga nikoniko shinagara chikazuite kite, "(workplace) de hataraitte iru kata desu ne. Mō shigoto ni wa naremashitaka?" to koe wo kakete kudasatta koto mo arimashita.

また、町を歩いていた時、知らない人がにこにこしながら近づいてきて、「(職場名)で働いている方ですね。もう仕事には慣れましたか。」と声をかけてくださったこともありました。

In those times, I felt such a warmth from all of you and all the people of this town.

Sono toki, mina-sama mo, machi no kata mo, atatakai kimochi de mite kudasatte iru koto wo kanjimashita.

その時、皆様も、町の方も、温かい気持ちで見てくださっていることを感じました

Because of these experiences I have been able to grow.

Kōshita keiken no okagede watashi mo seichou suru koto ga dekimashita.

こうした経験のおかげで私も成長することができました。

I have also come to realize that I would like to have a job where I can help connect people together.

Soshite, hito to hito no tsunagari ni yakudatsu shigoto wo shitai to kangaeru yōni narimashita.

そして、人と人とのつながりに役立つ仕事をしたいと考えようになりました。

Although my Japanese is still not great, I would like to find a job where I can be a bridge between our two countries once I return home.

Nihongo wa madamada desu ga, kuni ni kaettara ryōgoku no kakehashi to naru shigoto wo tsukitai to omotte imasu.

日本語はまだですが、国に帰ったら両国の架け橋となる仕事をしたいと思っています。

I will remember your kindness for the rest of my life.

Mina-sama no shinsetsushin wa, isshō wasuremasen.

皆様の親切心は、一生忘れません。

From the bottom of my heart, I will be wishing for the development of (workplace) and for your continued good health.

(Workplace) no hatten to mina-sama no gokenkō wo kokoro yori negatte imasu.

(職場名)の発展と皆様のご健康を心より願っています。

Thank you very much.

Hontō ni arigatō gozaimashita.

本当にありがとうございました。



Speech for Semi-Formal Setting

The time has come for me to return to (country).

Kono tabi watashi wa (country) ni kaeru koto ni narimashita.

このたび私は(国)に帰ることになりました。

Thank you for all your help over the past few years.

Minasan、ima made osewa ni narimashita.

みなさん、今までお世話になりました。

My time in Japan passed before I knew it.

Nihon de no jikan ga a tto iu ma ni sugimashita.

日本での時間があったという間に過ぎました。

I have enjoyed working with you all so much.

Minasan to issho ni shigoto o suru koto ga totemo tanoshikatta desu.

みなさんと一緒に仕事をするのがとても楽しかったです。

Whether you have helped me with a question, taken the time to chat, or taught me something new, your kindness, sincerity, and affection will be impossible to forget.

Minasan wa watashi no gimon ni kotaete kuretari, oshaberi suru jikan o totte kuretari, mata iroirona atarashī koto o oshiete kuretari shimashita. Minasan no seijitsu de aijou o motta shinsetsu o watashi wa wasureru koto wa dekimasen.

みなさんは私の疑問に答えてくれたり、おしゃべりする時間をとってくれたり、また、色々な新しいことを教えてくれたりしました。みなさんの親切心はきっと忘れません。

Although I came to Japan to teach, I feel that every day I have been learning.

Oshieru tame ni nihon ni kimashita ga, mainichi ga manabi no hibi datta to kanjite imasu.

教えるために日本に来ましたが、毎日が学びの日々だったと感じています。

I feel that even without a common language we have been able to understand each other.

Kyōtsu no gengo ga nakutemo, wakari aeru to kanjite imasu.

共通の言語がなくても、分かり合えらと感じています。

I see how busy you are with your work and with your own lives, and yet you take the time to talk to me and help me.

Shigoto mo seikatsu mo isogashī to omowareru toki desae watashi ni hanashikaketari tasukete kuretari shimashita.

仕事も生活も忙しい時でさえ、私に話しかけたり手伝ってくれたりしました。

I am so impressed and so grateful.

Totemo kansha shite imasu.

とてもとても感謝しています。

Because of these things, my feelings about leaving are complicated.

Sono riyuu de, kono chi o hanareru koto ga totemo fukuzatsuna kimochi desu.

その理由で、この地を離れる事がとても複雑な気持ちです。



Speech for Semi-Formal Setting cont.

I am excited about what lies ahead, and looking forward to seeing my friends and family.

Tomodachi ya kazoku ni saikai surukoto wo totemo tanoshimi ni shite imasu.

Korekara no jinsei wa dou naru ka, waku waku shiteimasu.

友達や家族に再会することをとても楽しみにしています。これからの人生はどうなるか、ワクワクしています。

I am apprehensive too. After all, I feel that I have become so comfortable here in Japan.

Dōji ni, fuan mo arimasu. Sore wa, amari ni mo koko no seikatsu ga kokochiyokatta koto desu.

同時に、不安もあります。それは、あまりにもここの生活が心地よかったことです。

You live in such a beautiful place. I have fallen in love with (Japan/Fukuoka/City).

Minasan wa kono yō na utsukushī basho ni sundeimasu. (Nihon/Fukuoka-ken/City) no koto wo suki ni narimashita.

みなさんはこのような美しい場所に住んでいます。(日本・福岡県・この市町村)のことを好きになりました。

Thank you for (time on JET) incredible year/s, for the opportunity to work with the best teachers, and for the chance to be a part of so many experiences.

Kono shinjirarenai kurai subarashī (number) nenkan to, saikō no sensei to shigoto ga dekita koto, soshite takusan no keiken ga dekita koto wo kansha shimasu.

この、信じられない位素晴らしい(____)年間と、最高の先生方と仕事が出来たこと、そしてたくさん
の経験ができたことを感謝しています。

I'm sure I have many experiences about Japan to share with family and friends back in (country).

(Country) ni kaettara, nihon deno ōkuno keiken wo kazoku ya tomodachi ni tsutaerareru deshō.

(国)に帰ったら、日本で多くの経験を家族や友達に伝えられるでしょう。

I will always remember my time in Japan.

Nihon de sugoshita jikan, isshou wasuremasen.

日本で過ごした時間、一生忘れません。

I really hope that you have the chance to visit (country).

Minasan ga (country) wo otozureru kikai ga aru koto o tsuyoku negatte imasu.

みなさんが(国)を訪れる機会があることを強く願っています。

I hope that you continue to inspire your students.

Seitotachi ni yūki wo ataetsuzukeru koto o nozonde imasu.

生徒達に勇気を与え続けることを望んでいます。

From now on, I hope I can learn to have qualities just like everyone here; patience, kindness, devotion, and diligence.

Korekara mo minasan to onaji hodo no nintai, shinsetsushin, netsui, soshite douryoku to iu tokusei wo mi ni tsuketai to omotteimasu.

これからもみなさんと同じほどの忍耐、親切心、熱意、そして動力という特性を身に着けてみたい
と思っています。

Just thinking that I will not see you again makes me feel lonelier than words can express.

Kotoba dewa tsutaerarenai kurai, minasan ni aenaku naru to omou to, samishiku natteshimaimasu.

言葉では伝えられないくらい、みなさんに会えなくなると思うと寂しくなってしまいます。

That is all, and thank you. Please, take care of yourselves.

Ijou de doumo arigatougozaimasita. Douka ogenki de ite kudasai.

以上でどうもありがとうございました。どうかお元気でいてください。



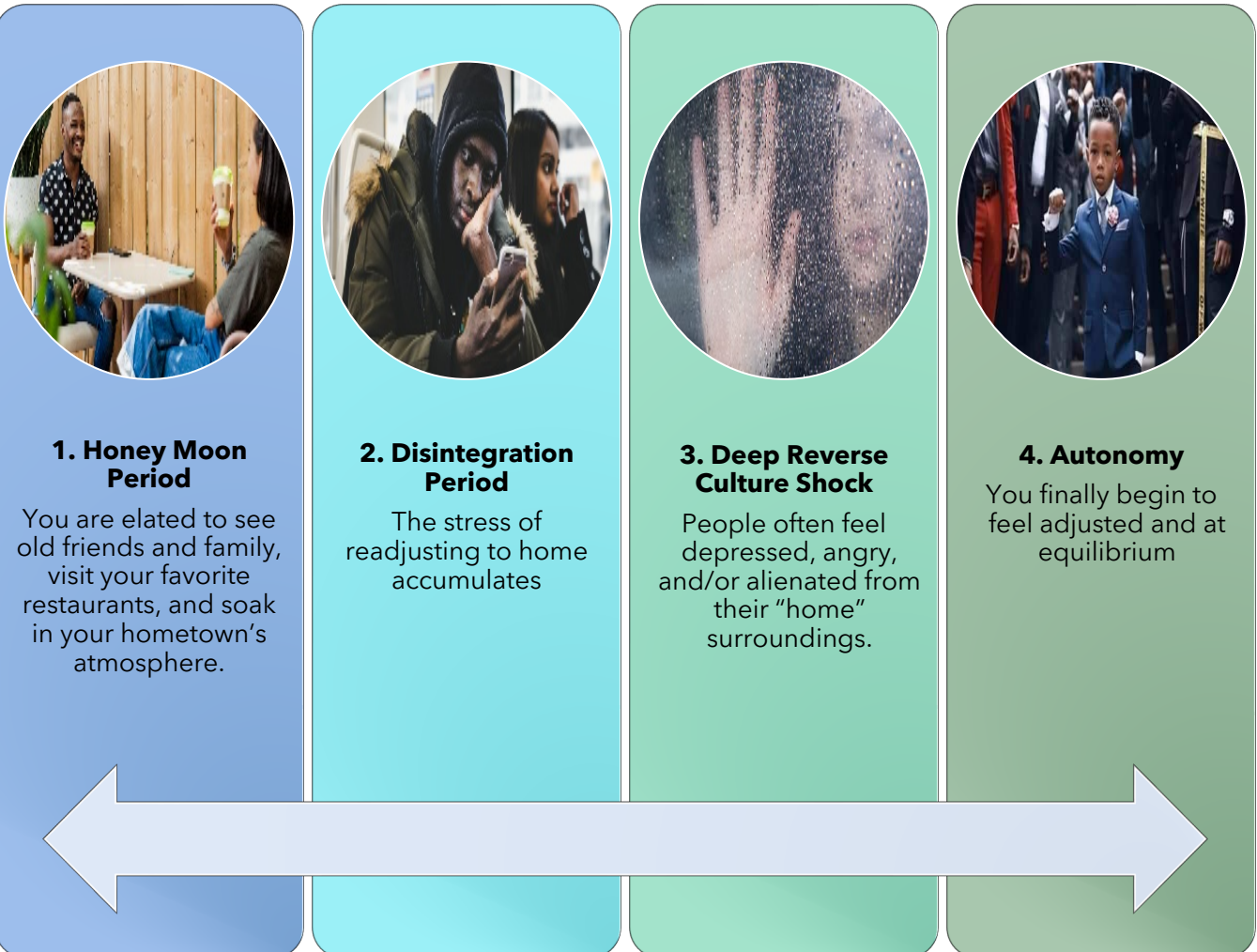
Reverse Culture Shock

What is Reverse Culture Shock?



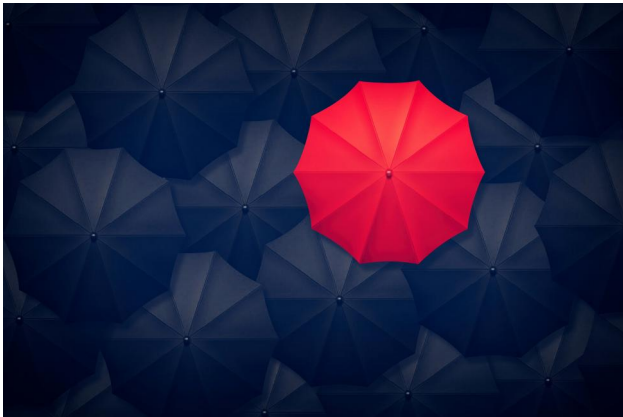
Reverse culture shock (RCS) occurs during the transition from living in a foreign culture for a significant amount of time back into one's native culture. Much like culture shock, with RCS the cues and meanings that one expects to encounter upon returning home are nowhere to be found. The stages of culture shock and RCS are very similar.

RCS can last anywhere between 6 and 12 months. Not everyone experiences RCS. If you do, give yourself time to adjust to your "new environment. Just like when you first came to Japan, there will be highs and lows.





Start Dealing with RCS Now



To create an easier transition for life after JET, it's useful to say a proper goodbye to this place you've called home. Having closure can help lessen the amount of RCS you feel upon returning to your home country.

When you first arrived you probably had many different goals and reasons for coming to Japan. Perhaps you wanted to gain teaching experience, strengthen your Japanese skills, or travel around Japan. Think about these goals. Have you accomplished many of them? If there are still places you want to go or things you want to do, now is the time to schedule them and get them done. Take stock of your *nenkyū* or *daikyū*, then budget your time and money accordingly.

As your time here on the JET Programme ends, you should also think about ways to say goodbye to the people and places here that matter to you. What is the best way to honor these relationships? For example, if you enjoyed the outdoors with someone, plan one last epic hiking adventure, or remember to eat one last time at all your favorite local restaurants.

Goodbyes are hard. Don't be offended if people you know well start to act weird. Some people withdraw from friends while others go out with a bang, going to as many events as they can. It's a tough transition for everyone, including those that are staying in Japan.

Start gathering contact information from your friends and co-workers and make final event

plans early before you become overwhelmed, forget, or lose track of time. It will be easier to leave if you feel like you don't have any regrets or loose ends.

Reflection

Take time to reflect on how living in Japan has changed you. What new things have you learned about yourself? It could be anything, from the way you interact with others to how you perceive the world around you. There is no doubt that living abroad is life changing.

Some find it useful to take a short "breather" between their JET experience and the next phase of their lives. You could take a quick vacation like a road trip before you go home, anything to give you a buffer to reflect in between these two stages of your life. It's good to think about where you were, where you are now, and where you're going in the future.

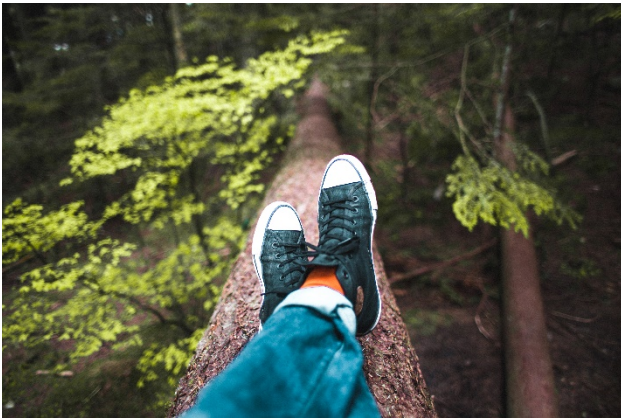


While it can be very tiring and draining, experiencing RCS is not a bad sign. It's a sign that you were involved in the cultural milieu that surrounded you in Japan. Your discomfort indicates that you are actively making sense of the changes that you went through. Furthermore, a healthy case of RCS means that you were learning while abroad, and it shows that your perspectives of the world and of yourself have broadened.



Going Back is Half and Half

RCS is equal parts saying goodbye to Japan and saying hello to life back in your home country. Depending on how long you've been gone, you need to be aware that people at home have changed just as much as you have. People have grown up, changed jobs, and perhaps are in new phases of their lives in which you haven't been actively involved. Additionally, pop culture and slang have changed too.



Think of it as if you were going to a different foreign country again because your home is probably not how you remember it. Read up on local and current events and re-acquaint yourself with where you are heading back to.

Finding Ways to Cope

First, know that adjustment is deeply personal. Just like how RCS hits people at different times and levels of severity, how it manifests and what triggers it differs from person to person. Some people regress back to old problems or habits from before living in Japan. It's a natural coping mechanism that kicks in because it sometimes helps people regain a sense of familiarity when they return home to find things different than they remember.

Take a moment to think about what is bothering you and figure out why. Being self-aware in this fashion can help you determine pressure points that trigger uneasy feelings. Learn what things

you'll never adjust back to and determine how much you're willing and able to fit back into your home country environment.

Find effective methods of stress management. Being in a pleasant mood can do wonders in easing the intensity of RCS! Find people who can relate to your situation and find outlets for any hobbies or interests you picked up in Japan.

For some, coming to Japan meant not only discovering what it means to be involved in Japanese society, but also what it means to be a citizen of their home country. Striking a balance that equally represents your home culture with the new things you learned about yourself while abroad can transform RCS into an experience that promotes growth.

Most of all, remember to take your time and understand that adjustment is a process that doesn't happen overnight.





JET Alumni Association

JETAA consists of former JET Programme participants and exists in Japan and overseas to provide a place to share activities and experiences with other former JETs. All JET participants returning to their home countries are encouraged to join JETAA. In the summer, CLAIR will send out membership forms to all departing JETs. Please take the time to fill out these forms and return them to CLAIR.

There is an increasing diversity of participation on the JET Alumni Association. Currently there are about 22,000 members in 53 regional chapters across 18 countries registered. The purpose of JETAA is to provide support for people after leaving the JET Programme and to help them maintain contact with Japan, the JET Programme, and other JET participants. This is achieved through three avenues:

1. Employment Resources for Alumni

Some regional chapters organize employment referral services or career fairs, and many have contacts with the local Japanese business community, Chambers of Commerce, and other business organizations.

2. Social Gatherings and Readjustment Assistance

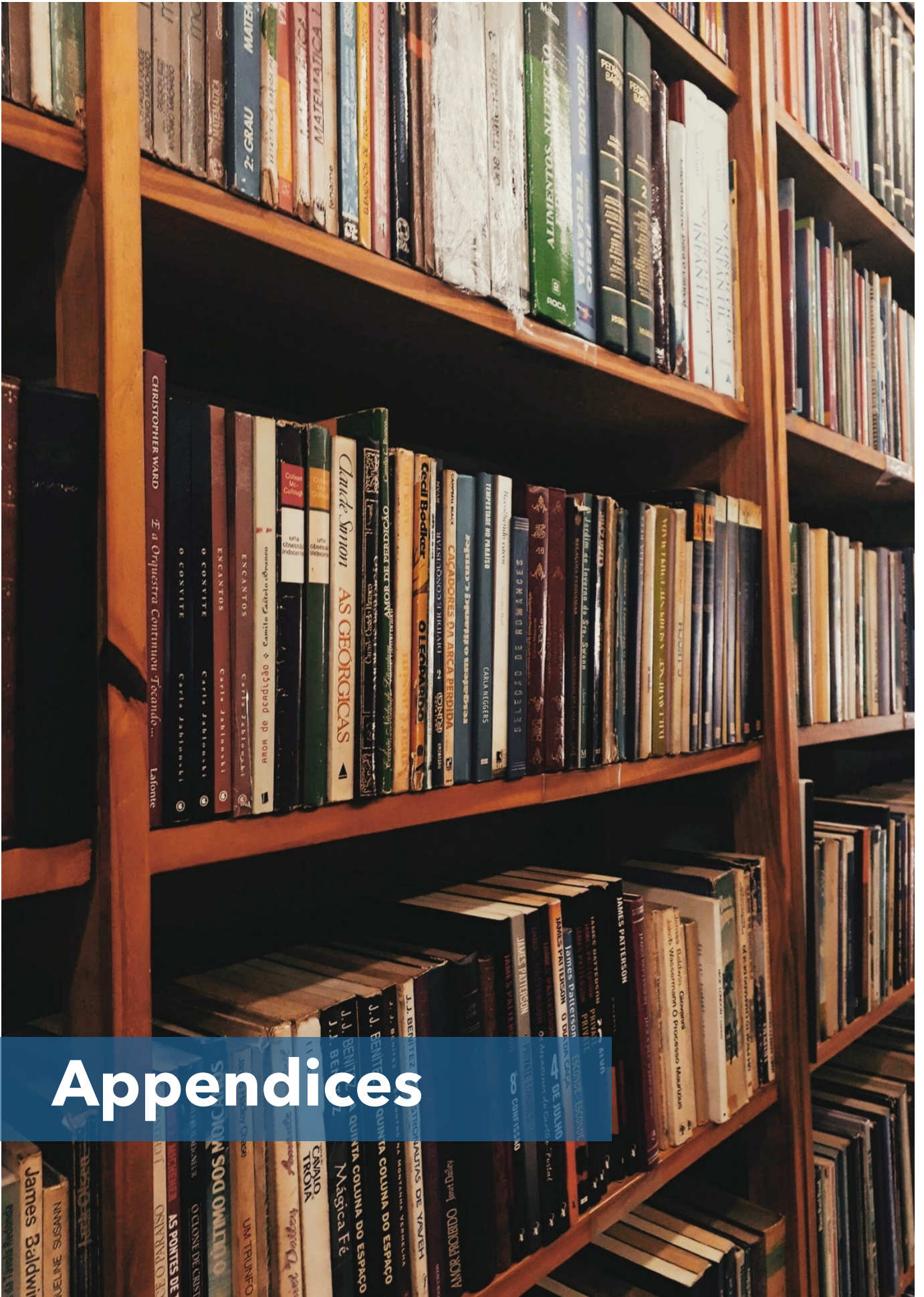
Social gatherings are held at each chapter's discretion, often in conjunction with the local Embassy or Consulate-General of Japan and CLAIR offices. As many alumni are interested in maintaining contact with Japan, these gatherings are often held at Japanese restaurants or local Japanese festivals. Many gatherings include members of the local Japanese community. They provide a supportive atmosphere for former JETs experiencing the readjustment process and reverse culture shock in their home countries, and provide opportunities for networking.



3. Selection and Orientation for New JET Participants

Alumni assist the local Embassy or Consulate-General of Japan with the recruitment, selection process, and pre-departure orientations for new JET participants. This enables past participants to reflect on their time spent in Japan and use their own experiences to provide guidance and knowledge to future generations of JET participants.

Those interested in joining JETAA activities at home should also contact their local chapter. Many JETAA chapters, together with Japanese Consulates, host a "Welcome Home" reception for returning JETs. The reception provides a great opportunity for former JETs to meet people and make contacts back home.



Appendices



Budgeting: Final Expenses

To be Completed by JET and Supervisor

These worksheets have been created to help avoid misunderstandings about end-of-contract expenses between JET participants and their COs. Please fill it out together as early as possible to prevent problems or confusion during the JET's last weeks.

この用紙は、JET 参加者と任用団体の間で用紙最後月の給与・公共料金の支払いに関する誤解を防ぐために作成されました。任用が終わる直前の問題や混乱を避けるため、早めに JET と一緒に記入してください。

Final Pay 最後の給料

JET's Final Paycheck to be paid on JET の最後の給料日	____ 月 / ____ 日 Month Day
Amount 金額	¥

Local Inhabitant's Tax

All JETs are obligated to pay Local Inhabitant's Tax except for those who are exempt under a tax treaty. If you lived in Japan on January 1st, you will most likely have to pay a year's worth of Local Inhabitant's Tax even if you return to your home country mid-year. For more information, please contact your municipality.

租税条約によって免税される JET 以外は、住民税を支払う義務があります。なお、1月1日に日本に居住していれば、年途中で帰国したとしても1年間分の住民税を支払わなければならない場合がほとんどです。詳細については、居住する市町村に問い合わせてください。

- Not Liabile
免税
- JET is responsible for paying (please fill in below)
JET 参加者負担（下の表に記入してください）

Amount of Local Inhabitant's Tax 住民税	¥
Paid to 支払先	
Payment deadline 支払締切日	____ 月 / ____ 日 Month Day



Other Payments そのほかの支払い

Please enter any other amounts to be paid between the JET and CO, such as any housing costs if the JET's accommodation is in the CO's name.

他に JET 参加者と任用団体の間の支払項目があれば、以下に記入してください。例：任用団体がアパートの契約者である場合など。

Payment for 支払項目	Amount 金額	Paid to 支払先	Payment deadline 支払締期日
Apartment damages, cleaning アパート清掃・損害費用	¥		____ 月 / ____ 日 Month Day
Rent 家賃	¥		____ 月 / ____ 日 Month Day
Other その他：	¥		____ 月 / ____ 日 Month Day
Other その他：	¥		____ 月 / ____ 日 Month Day

Funds Designated to a Proxy 代理人による支払い

If someone in the CO will be taking care of remaining bills after the JET has returned home, please use this space to confirm how much money the JET is requested to leave behind for this purpose.

JET 参加者の帰国後に公共料金などの支払いがあり、任用団体の担当者が代理人になって代わりに支払う場合、下記で代理人に預かる金額を記録し、二人で確認しましょう。

Payment for 支払項目	No proxy needed 代理人が要らない	Proxy requested 代理人が要る	Amount 金額
Water 水道代	<input type="checkbox"/>	<input type="checkbox"/>	¥
Gas ガス	<input type="checkbox"/>	<input type="checkbox"/>	¥
Electricity 電気	<input type="checkbox"/>	<input type="checkbox"/>	¥
Telephone 電話	<input type="checkbox"/>	<input type="checkbox"/>	¥
Internet インターネット	<input type="checkbox"/>	<input type="checkbox"/>	¥
Rent 家賃	<input type="checkbox"/>	<input type="checkbox"/>	¥
Other その他	<input type="checkbox"/>	<input type="checkbox"/>	¥

Person to leave funds with

代理人： _____

Total

合計金額： ¥ _____



Budgeting Personal Expenses

To be Completed by JET Participant

After settling matters like your final paycheck, taxes, apartment, and utilities, budget your final personal expenses such as parties, last minute travel, and your first weeks after JET.

Farewell Parties, Enkais, etc.

The number of goodbye events and their costs increase quickly. List major events here to monitor expenses.

Event	Cost
	¥
	¥
	¥
	¥

Travel

Track costs of your last trips before leaving JET.

Expense	Cost
Transportation	¥
Food	¥
Lodging	¥
Souvenirs, etc.	¥



Sale of Furniture, Appliances, & Other Belongings

Include depreciation when forming prices and remember that **nobody** (successor or not) is under any obligation to purchase your used goods.

Item	Asking price	Sold to	Sold for
	¥		¥
	¥		¥
	¥		¥
	¥		¥
	¥		¥
	¥		¥

Total: ¥ _____





Example Pension Refund Form 1

Claim Form for the Lump Sum Withdrawal Payment

Access at <https://www.nenkin.go.jp/international/english/lumpsum/lumpsum.files/A.pdf>

**Application for the Lump-sum Withdrawal Payments
(National Pension / Employees' Pension Insurance)**
脱退一時金請求書(国民年金/厚生年金保険)

Official use only
受付番号 (日本年金機構記入欄)

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Note: If you apply and are entitled to the Lump-sum Withdrawal Payments, all your past coverage periods used as basis of the Payments amount calculations will no longer be valid to apply for other Japanese benefits. Please carefully read the important information on page 4 of this Payments brochure / application. If you still opt for your Payments after due consideration for possible future pension benefits, please make sure to sign in the column 2. If you have long coverage periods and yet fail to sign, we may return your application to ask you again about your decision.
※ 脱退一時金を支給した場合、脱退一時金の計算の基礎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2ページ目の注意書きをよくご覧いただき、将来的な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。

2. Your signature (請求者本人の署名(サイン))

3. Do you have permanent residence permit? (date of permit)
永住許可の有無 (許可日)
No / Yes (Date:)

4. Your name, date of birth and address (請求者氏名、生年月日及び住所)

1. Date	Year	Month	Day
	年	月	日

Name (氏名)

Date of birth (生年月日)

Year (年) Month (月) Day (日) Nationality (国籍)

Address after you leave Japan (離日後の住所)

Address where you will live after leaving Japan HERE

Country

5. Please nominate your bank account for your Payments remittance. (脱退一時金振込先口座)

Official use only (日本年金機構記入欄)

1	3	銀行コード	支店コード	預金種別	1
---	---	-------	-------	------	---

Name of bank (銀行名)

Bank branch name (支店名)

Bank branch address (支店の所在地)

Country

Bank account number (口座番号)

Bank stamp for verification (銀行の証明印)

Name of the account holder/ applicant (請求者本人の口座名義)

In Roman alphabet

In KATAKANA letters, if you choose bank in Japan (カタカナ(日本国内の金融機関を指定した際のみ記載))

6. Your numbers on your Pension Handbook (年金手帳の記載事項)

Your Basic Pension Number (基礎年金番号)

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

Official use only (日本年金機構 記入欄)

加入制度	チェック 1	チェック 2	チェック 3	チェック 4	日本年金機構 決定印	日本年金機構 受付印
厚年 船員 国年 国共 地共 私学	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

(送金先国) (課税△/非 0) (本人請求△/他 2) (日独非対象者△/対象者 01)

(入力回付年月日)



Example Pension Refund Form 2

Notification of Tax Agent Form (for foreigners)

Special Notes: This form is **not** available online. You must obtain it from your local tax office. The following tips for filling out the declaration form were provided by former JETs. **Please use them as guidelines, as details may differ between municipalities.**

You or the person you are declaring as representative can submit this form. If you forget to fill out the form before leaving, you can fill it out in your home country and send it back to your representative to submit to the tax office. However, since the form is not available online, this will require asking your representative to go twice to the tax office and to send you the form.

1 - Enter the tax office for your jurisdiction. The person you declare on this form will have to return to this same office to claim the tax refund for you, so it helps to choose someone for whom this location is convenient.

2 - If you will be traveling or living somewhere temporarily, you may include more than one address. Be sure to list the dates where you can be reached at each address beside them.

3 - It is sufficient to write 帰国するからです (Returning to home country) or the equivalent. Further detail should not be necessary.

DECLARATION NAMING A PERSON TO ADMINISTER THE TAXPAYER'S TAX AFFAIRS (For use by foreigners) 納税管理人の届出書 (外国人用)					
TO THE CHIEF OF			DISTRICT TAX OFFICE 税務署長殿		
<p>This Declaration is to be used to appoint a <i>Tax Representative</i> from among persons resident in Japan, who will deal with the filing of national tax returns and all other matters relating to national tax and to declare this fact to the District Tax Office having jurisdiction over a taxpayer's place for tax-payment when the taxpayer ceases to be resident within Japan.</p> <p>この届出書は納税義務者が日本に居住しないこととなったときに、納税申告書の提出、その他国税に関する事項を処理させるため、日本に居住するものうちから納税管理人を定め、納税者の納税地を所轄する税務署に届け出る場合に使用します。</p>					
Taxpayer 納税者	Name (please type or print) 氏名 (タイプしてください)	<input type="checkbox"/> Mr. (Last)	(First)	(Middle)	Occupation 職業
	Place for Tax-Payment 納税地				
	Present Address (in Japan) 現在の住所または居所 (本邦内)				Telephone Number 電話番号
	Address in Future (abroad) 将来の住所または居所となるべき場所 (本邦外)	2			
Tax Representative 納税管理人	Name (please type or print) 氏名 (タイプしてください)	(Last)	(First)	(Middle)	Occupation 職業
	Address 住所または居所				Telephone Number 電話番号
Reason for Appointing the Tax Representative 納税管理人を定めた理由		3			
I hereby declare that the above named Tax Representative is authorized to act for me.					
Date : _____, 19____ Signature of the Taxpayer : _____					
<p>(Reference)</p> <p>Article 117 of (General Law of National Tax (excerpt) :</p> <p>① In case where a taxpayer, as an individual, has neither domicile nor residence (except for an office and a place of business) or comes to have neither of them within the enforcement area of this law , if it is necessary for the taxpayer to deal with the filing of his tax returns, or other matters relating to his national tax, he shall appoint a tax representative to deal with the said matters for him from among those persons who have their domicile or residence within the enforcement area of this law and are in a position convenient to deal with the said matters.</p> <p>② When a taxpayer has appointed a tax representative in accordance with the provision of the preceding paragraph, he shall declare this to the chief of the district tax office having jurisdiction over the place for tax-payment of the national tax which the tax representative is to deal with. The same shall apply when the taxpayer has discharged him.</p>					
<p>(参 考)</p> <p>国税通則法第 117 条 (抜粋) :</p> <p>① 個人である納税者がこの法律の施行地に住所及び居所 (事務所及び事業所を除く。) を有せず、若しくは有しないこととなる場合 (中略) 納税申告書の提出その他国税に関する事項を処理する必要があるときは、その者は、当該事項を処理させるため、この法律の施行地に住所又は居所を有する者で当該事項の処理につき便宜を有するものうちから納税管理人を定めなければならない。</p> <p>② 納税者は、前項の規定により納税管理人を定めたときは、当該納税管理人に係る国税の納税地を所轄する税務署長にその旨を届け出なければならない。その納税管理人を解任したときも、また同様とする。</p>					



Example Pension Refund Form 3

Notice of Lump Sum Withdrawal Payment (Entitlement)


Once your application is approved, a Notification of Lump-sum Withdrawal Payment (Entitlement) like the one below will be sent to you with the sections boxed in red filled out. If you wish to get a refund on the 20% tax charged to this payment, you must send the original copy of this form to your tax representative. It is recommended that you make and keep a copy of this form for your records before doing so.

JETs have Employee Pension, not National Pension, so this section will **not** be filled out.

国民年金・厚生年金保険 脱退一時金支給決定通知書
Notification of Lump-sum Withdrawal Payment (Entitlement)

右記の通り社会保険庁長官の決定がなされたので通知します。
 This is to notify you that the Commissioner of the Social Insurance Agency of the Japanese government has confirmed your entitlement to receive the Lump-sum Withdrawal Payment as shown at right.

2050年 1月 1日
 Year Month Date


 社会保険庁センター所長
 President of the Social Insurance Operation Center
 (〒168-8505 東京都杉並区高井戸西3-5-24)
 (3-5-24, Takaido-nishi, Suginami-ku, Tokyo 168-8505)

この決定に不服があるときは、この決定があったことを知った日の翌日から起算して60日以内に、厚生労働省国内社会保険審査会に対して審査請求できます。(〒100-8916 東京都千代田区根岸1-2-2 中央台向け番5号箱)
 なお、この決定の取消の訴えは、審査請求の撤廃を経た後でない限り、提起できませんが、審査請求があった日から3か月を経過しても撤廃がないときや、決定の執行等による著しい損害を避けるため緊急の必要があるとき、その他正当な理由があるときは、撤廃を経なくても提起できます。この訴えは、判決の送達を受けた日の翌日から起算して6か月以内に、国を被告（代表者は法務大臣）として提起できます。ただし、原則として、判決の日から1年を経過すると訴えを提起できません。

If you are dissatisfied with this decision, you can claim the examination against the Examination Committee of Social Insurance. You cannot appeal for the cancellation of the decision unless the claim for examination is decided. However, when the claim is not decided even 3 months after you claim the examination or when it is urgently necessary to avoid marked damage due to enforcement of the decision or when there are other right reasons, you can file a complaint for the cancellation of the decision even if the claim is not decided. The complaint can be filed against the Government (the representative person is Minister of Justice) within 6 months reckoned from the day after you receive the document of the decision. In principle, however, when 1 year has passed since the date of decision, you cannot file the complaint.

脱退一時金整理番号
 Number of the Lump-sum Withdrawal Payment

12345678901234

国民年金 National Pension

支払額 Amount of Payment	円 Yen	支払日 Date of Payment	年 月 日 Year Month Date
保険料納付済期間(第1号) Contribution payment period (Category 1)	月 Months	保険料半額免除期間(1/2) Half exemption period from premium (1/2)	月 Months
基準月 Base month	年 月 Year Month	合計 Total	月 Months

厚生年金保険 Employees' Pension Insurance

支給金額 Amount of payment	000,000 円 Yen	支給年月日 Date of payment	2050年 1月 1日 Year Month Date
所得税額 Income tax	000,000 円 Yen	被保険者期間(実期間) Insured period	24 月 Months
		最終月 Final payment month	2049年 7月 Year Month
支払額 Net payment	000,000 円 Yen	支給率 Payment rate	1.4
		平均標準報酬(月)額 Average standard (monthly) remuneration	300,000 円 Yen

基礎年金番号
 Basic Pension Number

1234-567890

JANE H. DOE

123 Jet Drive Hometown HS 12345
 USA

(裏面の注意事項を読んでください。)
 (See notes on the reverse side.)



Example English Reference Letter

Note: There is also an example reference letter in the Contracting Organization Manual (任用団体用マニュアル *ninyo dantai-yō manyuaru*) which is given to all COs.

Company Incorporated
123 Main Street
West Town, NY 55555

Re: Reference for Francesca McDonald

To whom it may concern,

I work as Principal at Koukou Senior High School in Fukuoka Prefecture and have had a working relationship with Francesca since she arrived here in August 2021.

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

Francesca met a number of difficult hurdles during her two-year-long stay, but showed great initiative in dealing with them and overcame the vast majority of them with maturity and good judgement. 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.

Francesca threw herself into her teaching role with great enthusiasm and went beyond her designated responsibilities to develop activities and event to make the learning experience more enjoyable for the 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. Francesca'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 Francesca during her stay and I have no hesitation in recommending her to anybody who is seeking the above-mentioned qualities.

Sincerely,

Taro Tanaka
Principal
Koukou Senior High School

TEL: (+81) 92-555-5555
FAX: (+81) 92-555-5555
tanakataro@fukuokamail.jp



Example CIR Resume

Cathy Imelda Richards

1-23-1 Kokusai-machi, Nishi-ku, Fukuoka, Japan 555-5555
555-123-4567 | CIR@gmail.com

OBJECTIVE

Experienced translator and interpreter looking for employment in international relations.

PROFESSIONAL EXPERIENCE

Japan Exchange & Teaching (JET) Programme

Fukuoka, Japan

CIR, Fukuoka Prefecture, International Relations Division

2019 to Present

Only English native of a multi-national staff including Japanese, Korean, and Thai nationals. I lead English translation and interpretation, as well as collaborate with other staff members in international events and relations.

- Translate documents between English and Japanese (both directions)
- Interpret between English and Japanese at events during visits of international guests
- Organize international events for a wide range of ages
- Perform cultural workshops about my home and culture
- Assist in Sister City relations

Center for Adult Training and Employment Capital City, Somewhereand

Coordinator, Resources & Curriculum Dept.

2017 to 2019

Developed course materials and resources for continuing education and employment preparation in New York's largest adult training organization, serving over 3,000 clients a year.

- Spearheaded new training program with local companies and vocational schools
- Created first-ever resource library covering employment and skills training

EDUCATION

Global University

Capital City, Somewhereand

Bachelor of Arts, East Asian Studies

2017

Thesis: Who's Rational Now: The Burst of the Economic Bubble & Collapse of the West

- Studied advanced Japanese language
- Focused on Japanese economic and political history
- Studied translation practices and theory

ADDITIONAL

- **Languages:** Proficient in Japanese (JLPT Level N2, 2013), business level Spanish (intermediate reading and writing; advanced speaking skills), beginning Mandarin
- **Musician:** Founding member and drummer of university rock band and sole non-Japanese member of traditional "taiko" performance group since 2015
- **Community Volunteer:** Habitat for Humanity Global Village Team Member, Thailand (2014)



Example ALT Resume



Andrew Lewis Thomas

Fukuoka City, Fukuoka Prefecture

080-1234-5678

ALT@gmail.com

www.linkedin.com/in/ALT

5 years of extensive involvement in the education of students aged 15 to 18, developing and implementing effective and stimulating curricula, as well as introducing non-Japanese language and culture. Experience in public speaking and event planning in addition to role as an educator. Seeking a position as a project manager within a global university, hoping to make the most of the skills and experience gained through time as a high school Assistant Language Teacher

Qualifications

JLPT N3

TEFL Certification

Business French

Something Cool

Skills

Leadership

Excellent Organization

Personnel Management

Training & Presenting

Public Speaking

Conflict Resolution

References

Sue Pervisor

A BOE

026-234-5678

sue-pervisor@fuk.jp

Direct supervisor for 2 years

Can speak to teaching skills

Jackie Emma Taira

A Professional

010-234-5678

aprofessional@gmail.com

Direct supervisor

Can speak to the random skills that I claim to have

PROFESSIONAL EXPERIENCE

Fukuoka City Board of Education

July 2020 to Present

Assistant Language Teacher/ Native Instructor of Communicative English

Serve as only non-Japanese member on a 6-person team to evaluate and reorganize English language program; developed more than 100 new text & audio assets

Developed and implemented 4 semester-long elective curricula units with themes including national history through drama and song translation (culminating in a published book of students' work) which were selected to become a permanent part of future coursework

Launched student-driven English-version websites for school
Coached 1st place student in Fukuoka Prefecture's High School English Contest

Founded all-day international exchange event involving 40 students and 15 teachers from 7 different countries

Created weekly student English club encouraging cross-cultural communication with other countries; initiated and implemented 100-student pen pal exchange program with school in Mexico

Center for Adult Training & Employment

2017 to 2019

Coordinator, Resources & Curriculum Dept.

Developed course materials and resources for continuing education and employment preparation in New York's largest adult training organization, serving over 3,000 clients a year

Spearheaded new training program with local companies and vocational schools

Created first-ever resource library covering employment and skills training

EDUCATION

Global University

2012 to 2016

Bachelor of Arts in Linguistics

Focus on language acquisition and reproduction techniques

Experience with a variety of ages

Studied theory, evolution, and history of linguistics with French

