

# Easy Living in Kyoto

きょうとしせいかつ  
京都市生活ガイド

**English Edition**

えいごばん  
英語版

**City of Kyoto**

**Kyoto City International Foundation**

はっこう きょうとし こうざい きょうとしこくさいこうりゅうきょうかい  
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## Operating Hours

- ◆ kokoka Kyoto International Community House ☎ 752-3010 / 3511  
[English, Chinese, Korean and others]  
Tue. - Sun. 9:00 - 21:00      Closed on Monday  
(If Monday falls on a national holiday, the Community House will be open on that day and closed on the following day)
  - ◆ Administrative Interpretation/Consultation ☎ 752-1166  
[English interpretation service] Tue./Wed./Thu. 9:00 - 17:00  
[Chinese interpretation service] Wed./Fri. 9:00 - 17:00
  - ◆ Kyoto City Hall ☎ 222-3311  
Mon. - Fri 8:45 to 12:00, 13:00 to 17:30
  - ◆ Ward Offices/Ward Branch Offices (Health & Welfare Centers included), Medical Care and Sanitation Corner:  
Mon. - Fri. 8:30 - 12:00, 13:00 - 17:00
  - ◆ Osaka Regional Immigration Bureau, Kyoto Branch Office ☎ 752-5997  
Mon. - Fri. 9:00 - 12:00, 13:00 - 16:00
  - ◆ Banks (window) Mon. - Fri. 9:00 - 15:00
  - ◆ Post Offices (counter)  
Small Local Post Offices : Mon. - Fri. 9:00 - 17:00  
Large Post Offices (Kyoto Central Post Office): Mon. - Fri. 9:00 - 21:00  
Sat./Sun. 9:00 - 19:00
  - ◆ ATM for Cash Cards  
[Banks] Large banks and other financial institutions such as the MUFG Bank, Mizuho Bank, Sumitomo Mitsui Banking Corp., offer withdrawal and depositing services 24 hours a day.  
[Post offices] Mon. - Fri. 7:00 - 21:00 (depending on offices/branch offices)  
Sat./Sun. 9:00 - 17:00 (depending on offices/branch offices)  
[Convenience Stores] Every day 24 hours/day
- \* Operating hours of banks, post offices, and ATMs differ depending on the institution, facility, or branch. For more details, please inquire at the respective institution.
- \* The information appearing in "Easy Living in Kyoto" is current as of March 2020.
- This information is subject to change without notice.

## How to use this book

### Explanation of Language & Symbols

- \* ☎(reference symbol) indicates where to call for inquiries.
- \* **Bold face print** indicates technical terms and important sections.
- \* 7-digit telephone numbers do not show the area code for Kyoto City (075). When calling from outside of Kyoto City or from your mobile phone, make sure to dial the area code first.
- \* kokoka refers to the kokoka Kyoto International Community House.
- \* Kyoto City International Foundation is located at the kokoka Kyoto International Community House.
- \* When “xxx section” is indicated for inquiries, this refers to which section of the Kyoto City Office is in charge.
- \* When “Ward or Ward Branch Office” is indicated as the office for inquiries, persons living in **Rakusai** in **Nishikyo-ku**, **Daigo** or **Fukakusa** in **Fushimi-ku** are required to use the branch office in your area.
- \* In Kyoto City, each Ward Office/ Ward Branch Office has a Public Health & Welfare Center where a Health & Welfare Department and a Child-rearing Support Office are located. As for the the Nishikyo Ward, the Health & Welfare Department is located in the Ward Office and the Child-rearing Support Office is located in the Public Health & Welfare Center.

### ◆ For Persons who cannot speak Japanese

Generally, staff speak only Japanese at City Office and Ward Offices.

- ① Please use the telephone interpreting service offered through “Administrative Interpretation and Counseling Service.”, pg. 9
  - ② Take a Japanese-speaking friend with you when you visit.
  - ③ Find a volunteer who can interpret for you.
- ☎See “Places to Seek Assistance”, pg. 7

## Contents

●Guide to kokoka Kyoto International Community House .....	1
●Brief Introduction to Kyoto .....	4

## I In case of Trouble or Emergency

1. Places to Seek Assistance .....	5
2. Emergency and Disaster .....	9
2-1 Making Emergency Calls .....	9
2-2 Accidents and Incidents .....	10
2-3 Injury and Sudden Illness .....	13
2-4 Fire .....	14
2-5 Earthquakes .....	14
2-6 Typhoons, Floods, and Landslides .....	18
2-7 Gas Leaks .....	19
2-8 Risai Shomei-sho (Disaster Victim Certificate) .....	19

## II Starting a New Life

1. Status of Residence .....	20
2. Procedures to be Completed at your Ward Office .....	22
2-1 Report of Address .....	22
2-2 National Health Insurance .....	27
2-3 National Pension System .....	31
2-4 Registration of Marriage and Divorce .....	34
2-5 Birth Registration .....	37
2-6 Reporting a Death .....	37
3. Housing .....	38
3-1 Finding a Residence .....	38
3-2 Signing a Rental Agreement .....	40
3-3 Signing up for Water, Electricity and Gas Utilities .....	42
3-4 Telephones and International Calls .....	48

3-5	TV, Radio, and Newspapers .....	49
3-6	Garbage and Recycling .....	52
3-7	Community Associations .....	61
4.	Employment .....	62
4-1	Looking for Full-time and Part-time Employment.....	62
4-2	Permission to Engage in an Activity Other than that Permitted under the Status of Residence Previously Granted .....	63
4-3	Japan's Labor Standards Law .....	63
5.	Childbirth and Childrearing .....	66
5- 1	Pregnancy .....	66
5-2	Childbirth .....	67
5-3	Assistance for Families with Young Children .....	68
5-4	Child-Care Services (Hoikusho) .....	70
5-5	Play Centers for Children (Jido-kan, Gakudo Club etc.) .....	70
6.	Education .....	72
6-1	Japanese Education System .....	72
6-2	Kindergartens .....	72
6-3	Elementary, Junior and Senior High Schools Education .....	73
6-4	International Schools .....	75

### **III Information for Daily Life**

1.	Health and Medical Care .....	76
1-1	Medical Services .....	76
1-2	Medical Insurance Systems .....	78
1-3	Health Examinations and Vaccinations .....	80
2.	Banks and Post Offices .....	84
2-1	Opening a Bank Account .....	84
2-2	Overseas Remittances .....	85
2-3	Money Exchange .....	86
2-4	Postal Services .....	87
2-5	Courier and Express Delivery Services .....	89

3. Transportation .....	90
3-1 Bicycle Rules .....	90
3-2 Cars and Motorbikes .....	93
3-3 Access to Kansai International Airport .....	97
3-4 Public Transportation (subway, trains, buses) .....	97
3-5 Taxis .....	101
4. Community and Communication .....	102
4-1 Japanese Customs and National Holidays.....	102
4-2 Japanese Classes .....	104
5. Taxes and Insurance .....	108
5-1 Main Types of Taxation.....	108
5-2 Main Types of Insurance.....	110

## **IV Facilities**

1. Municipal Offices .....	114
• Ward Offices and Branch Offices, Public Health & Welfare Centers, Medical Care and Sanitation Corner	
• Japan Pension Service Branch Office (Nenkin Jimusho)	
2. Information and Resources (in foreign languages) .....	115
• International Cultural Organizations .....	115
• Message Boards for Living Information .....	116
3. Libraries, Sports Facilities, Parks, etc .....	116
• Libraries .....	116
• Sports Facilities .....	118
• Parks .....	119
• Tourist Information .....	119
4. Hospitals, Clinics, and Dental Clinics with Interpretation Services .....	120
• Hospitals where Medical Interpreters are Dispatched .....	120
5. Emergency Medical Treatment at Night, on Weekends and Holidays .....	121
6. Ward Offices/Branch Ward Offices (Locations) .....	122

## What is the kokoka Kyoto International Community House?

### **kokoka Kyoto International Community House**

Information and Programming Section (**Jigyo-ka**) ☎ 752-3511

Website: <https://www.kcif.or.jp/en> E-mail: [office@kcif.or.jp](mailto:office@kcif.or.jp)

Available Languages: English, Chinese, Korean and others

### **Japanese Language Class**

- \* Japanese Language classes are conducted by volunteer staff. Anyone can join at any time (¥100 per lesson). There are also three month long Japanese language courses taught by qualified Japanese teachers as part of the “Easy Japanese” courses (3 months/12 classes/ ¥7,000).

### **Experiencing the Essence of Japanese Culture**

- \* “KYOTO – Experience Chado” offers you an opportunity to learn about a Japanese tea ceremony. (¥7,000/12 classes/ 3 months)  
Observation and participation are possible (¥1,000/ 1 class)
- \* Various Japanese and international culture courses are offered by “Cultural Exchanges- COSMOS” (lesson fees are required for some courses).

### **Books and Newspapers**

- \* At the Library and the Reference Room at the kokoka Kyoto International Community House, many books and materials on Japan and Kyoto, as well as newspapers, magazines, dictionaries and picture books from around the world are available.

### **Seeking Assistance**

- \* Legal and visa consultation services are available at the kokoka Kyoto International Community House. You can receive free advice from professionals. (Consultations concerning Social Insurance, Pension, labor issues, taxes, and mental health are available 4 times a year).
- \* Volunteer advisors at the Information Service Counter answer your questions and provide information on a wide variety of topics including daily life in Kyoto.
- \* Giving assistance over the telephone and by e-mail is also possible.

### **Convenient Information Services**

- \* Wi-Fi is available (this service is free; for details, please inquire at the Information Counter).
- \* Fax machines for domestic use, and color copiers are available for a fee.

\* DVD players are available for free.

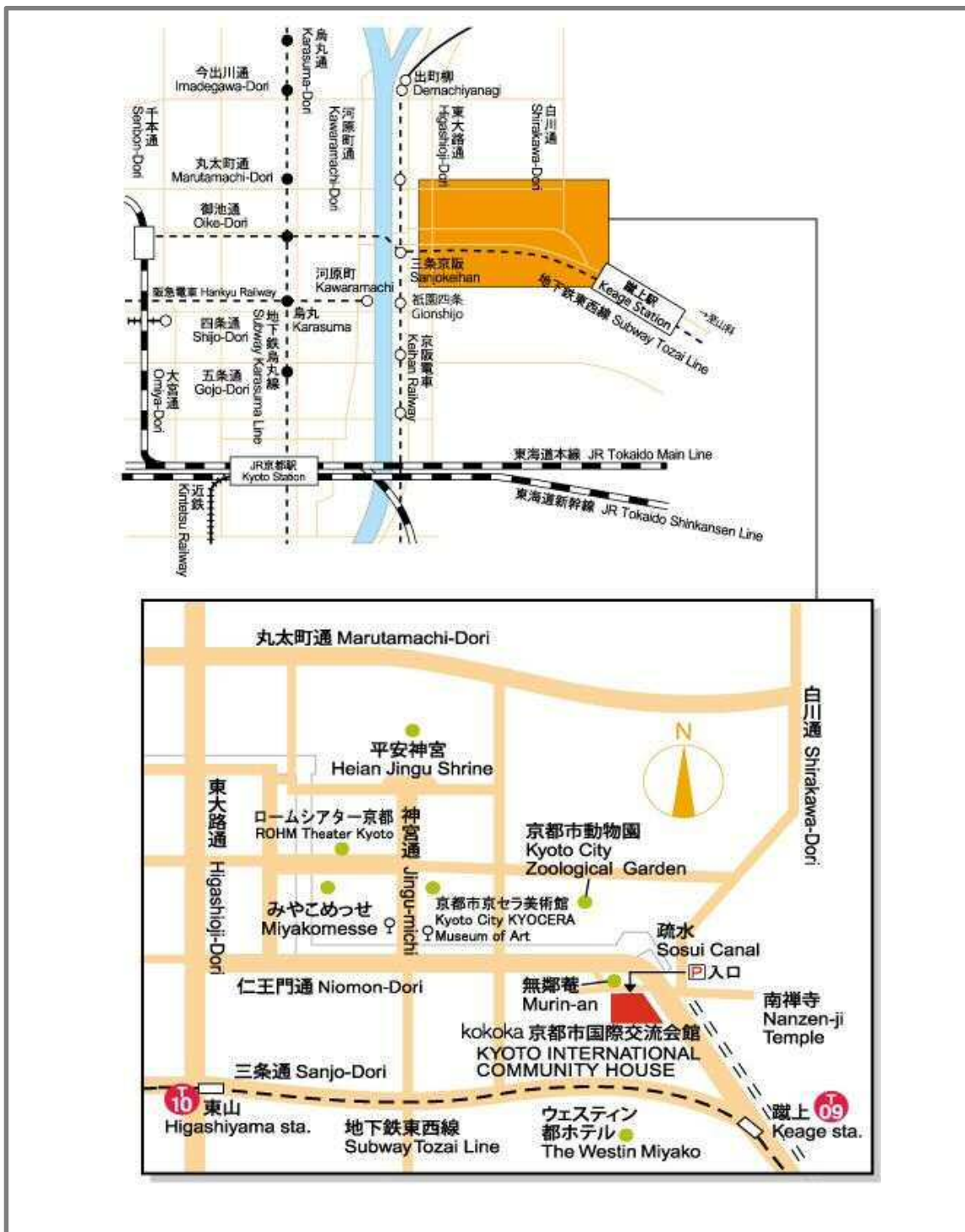
\* Various kinds of information can be exchanged at the message corner.

## Access

Subway: 6 mins walk from Exit 2 at the “Keage” station on the Kyoto City Subway Tozai Line

City Bus: Take Kyoto City Bus 5, 46 or 100 and get off at Kyoto Okazaki Koen/Bijutsukan/Heian Jingu-mae stop and walk to the east for 10 mins.

Taxi: Ask the driver to drop you off at “Keage no Kyoto-shi Kokusai Kouryu Kaikan.”  
(Kyoto International Community House in Keage)





## Brief Introduction to Kyoto

- Location:

Eastern Longitude: 135.33 to 133.52 degrees

Northern Latitude: 35.19 to 34.52 degrees

- Population: Approx.: 1,465,701 people (as of December 2019)

- Number of International Residents:

There are 48,773 international residents which account for about 3% of the whole population of Kyoto.

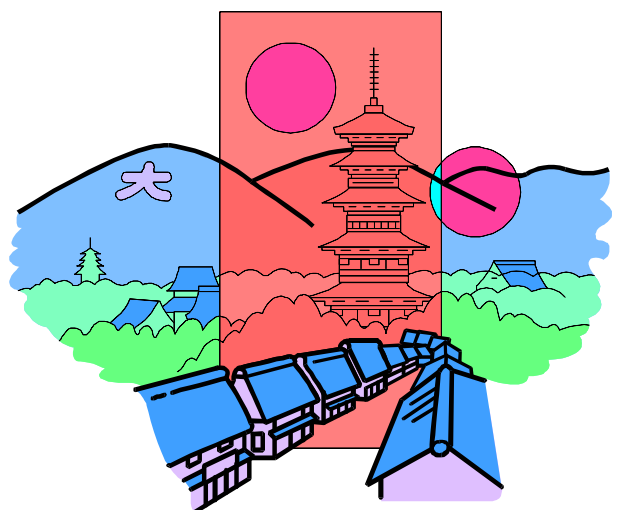
- Area: 827.90 km<sup>2</sup>

- Topography:

Kyoto city lies in a basin surrounded by mountains to the east, north and west. The Kamo River and the Katsura River are two large rivers that run through the city.

- Climate:

Kyoto is hot in summer and cold in winter. Often there is a vast difference between the daytime high temperature and the night-time low temperature as well as between the high temperature in summer and the low temperature in winter.








# I. In case of Trouble or Emergency

## 1. Places to Seek Assistance

	Name · TEL · URL	Language	Consultation Hours
General Living Information	Inquiry Center for Foreign Citizens in Kyoto City (At kokoka Kyoto International Community House) ☎752-3511 <a href="http://www.kcif.or.jp/web/jp/">http://www.kcif.or.jp/web/jp/</a>	English, Chinese, Korean, others (Multilingual support is available with a translation tablet.)	9:00 - 21:00 (closed on Mon. the Year-End and New Year's Holiday)
	Kyoto Prefectural International Center Consultations on daily living for international students ☎342-0088 * Appointment required <a href="http://www.kpic.or.jp/">http://www.kpic.or.jp/</a>	English, Chinese, Korean, Filipino, Spanish, Portuguese	Wed./ Sat./ Sun. 10:00 - 17:00
	Kyoto Prefectural International Center Multilingual Consultation on daily living ☎343-9666 <a href="http://www.kpic.or.jp/">http://www.kpic.or.jp/</a>	English, Chinese, Korean, Vietnamese, Nepali, Indonesian, Tagalog, Thai, Portuguese, Spanish, Khmer (Cambodia), Burmese, Mongolian, Russian, Malay, Sinhala, French, German, Italian	10:00 - 17:00 (closed on 2nd & 4th Tue. National holidays, the Year-end and New Year Holidays)
	Kyoto YWCA · APT ☎451-6522 <a href="http://kyoto.ywca.or.jp/">http://kyoto.ywca.or.jp/</a>	English, Thai, Chinese, Tagalog	Mon. 13:00 - 16:00 Thu. 15:00 - 18:00

<p>Inquiry Center for Foreign Citizens in Kyoto City (At kokoka, Kyoto International Community House) ☎752-3511 (Free of charge, Appointment required) <a href="http://www.kcif.or.jp/web/jp/support/counselling/">http://www.kcif.or.jp/web/jp/support/counselling/</a></p>	<p>English, Chinese, Korean, others</p>	<p>Twice a month Sat. (in principle) 13:30 - 16:00</p>
<p>Kyoto Bar Association ☎231-2378 (¥5,400 per 30min, Appointment required)</p>	<p>Japanese only</p>	<p>Mon.-Fri. 13:00 - 16:00 Mon./ Wed./ Fri. 18:00 - 20:30</p>
<p>Kyoto City Consumer's Center Legal Consultation ☎256-2007 (Appointment required)</p>	<p>Japanese only</p>	<p>Mon. 13:15 - 15:15 Tue. /Thu. 13:15 - 15:55 Fri. 13:15 - 15:35 Every 2nd and 4th Wed. 18:00 - 20:00</p>
<p>Japan Legal Support Center "Houterasu" ☎0570-078374 ☎03-5366-6008 (for Interpretation service)</p>	<p>English, Chinese, Spanish, Tagalog</p>	<p>Mon.-Fri. 9:00 - 21:00 Sat. 9:00 - 17:00</p>

<b>Visa (Status of Residence)</b>	<p>Inquiry Center for Foreign Citizens in Kyoto City          (At kokoka Kyoto International Community House)  752-3511          (Free of charge, Appointment required)  <a href="http://www.kcif.or.jp/web/jp/support/counselling/">http://www.kcif.or.jp/web/jp/support/counselling/</a></p>	<p>English, Chinese, Korean, others</p>	<p>Twice a month          Saturday (in principle)          13:30 - 16:00</p>
<b>Visa (Status of Residence)</b>	<p>Kyoto Prefectural International Center  342-5000          (Free of charge, Appointment required)  <a href="http://www.kpic.or.jp/">http://www.kpic.or.jp/</a></p>	<p>Japanese          (For interpretation service, reservations are required a week in advance)</p>	<p>Every 4th Sun.          13:00 - 16:00</p>
<b>Visa (Status of Residence)</b>	<p>Osaka Regional Immigration Bureau, Kyoto Branch Office  752-5997</p>	<p>Japanese only</p>	<p>Mon. - Fri.          9:00 - 12:00          13:00 - 16:00</p>
<b>Visa (Status of Residence)</b>	<p>Immigration Information Center Osaka  0570-01-3904          IP, PHS, 03-5796-7112          From Overseas: 81-3-5796-7112</p>	<p>English, Chinese, Korean, Portuguese, Spanish</p>	<p>Mon. - Fri.          8:30 - 17:15</p>
<b>Employment</b>	<p>Kyoto Shichijo Public Employment Security Office (Hello Work Kyoto Shichijo)  341-8609 (#1 for General information)</p>	<p>English</p>	<p>Thu.          13:00 - 17:00</p>

	<p>Fushimi Public Employment Security Office (Hello Work Fushimi) ☎602-8609 (#1 for General Information)</p>	Chinese	Tue. 9:00 - 17:00
	<p>Kyoto Job Park Exchange Student Corner ☎682-8916 <a href="https://www.pref.kyoto.jp/jobpark/ryuugaku.html">https://www.pref.kyoto.jp/jobpark/ryuugaku.html</a></p>	Japanese only	<p>Mon. - Fri. 9:00-19:00 Sat. 9:00-17:00 (closed on Sunday, national holidays, the Year-End &amp; New Year holidays from Dec. 29-Jan. 3)</p>
Employment	<p>Osaka Employment Service Center for Foreigners ☎06-7709-9465</p>	English, Chinese, Portuguese	Mon./ Fri. 10:00 - 18:00
		Spanish	Tue./ Thu. 13:00 - 18:00
	<p>Foreign Workers Consultation Service (Kyoto Labor Bureau, Inspection Division) ☎241-3214</p>	English	<p>Tue./ Thu./ 2nd &amp; 4th Wed. 9:00 - 16:30 (except 12:00-13:00)</p>
Health and Medical Assistance	<p>AMDA International Medical Information Center Osaka Office Telephone consultation ☎03-6233-9266 <a href="http://www.amdamedicalcenter.com/">http://www.amdamedicalcenter.com/</a> * For information on medical facilities with foreign language services</p>	English, Chinese, Spanish	Mon. – Fri. 9:00-17:00

Mental Health	<p>Inquiry Center for Foreign Citizens in Kyoto City on “Counselling Day”          (At kokoka Kyoto International Community House)  752-3511          (Free of charge, Appointment required)  <a href="http://www.kcif.or.jp/web/jp/support/counselling/">http://www.kcif.or.jp/web/jp/support/counselling/</a></p>	English, Chinese, Korean, others	4 times/year Please contact for the date.
	<p>Japan Help Line  0570-000-911</p>	Service in 18 languages including English, Chinese, Korean, Spanish	24 hours
Mental Health	<p>Kansai Seimeisen (関西生命線)  06-6441-9595</p>	Chinese, Taiwanese	Tue./ Thu./ Sat. 10:00 - 19:00
	<p>Telephone Counseling Service in Chinese (中国語相談電話)  06-6903-9595</p>	Chinese, Taiwanese	Mon./ Wed./ Fri. 10:00 - 17:00
	<p>Tokyo English Life Line (TELL)  03-5774-0992</p>	English	9:00 - 23:00
Police	<p>Kyoto Prefectural Police Consultation 110  #9110 or 414-0110</p>	Japanese only	Mon. – Fri. 9:00 - 17:45 (closed on National Holidays, the Year-end & New Year Holidays)
	<p>Police Box (Koban)          At a Japanese Police Box (Koban), you can ask many questions, both big and small. Feel free to drop in and ask for directions if you are lost, can't find a particular restaurant or bookstore or for any other reason.</p>		

Child Care	<p>Child Welfare Center ☎801-2929 The 2nd Child Welfare Center ☎612-2727</p>	Japanese only	Mon. – Fri. 8:30 - 17:00
	<p>Child-rearing Support Offices of Public Health &amp; Welfare Centers (at each ward office) ☞ Please contact the ward office or ward branch office in the contact information</p>	Japanese only	Mon. – Fri. 8:30 - 17:00
Child Care	<p>Kyoto City Childrearing Support Center – Kodomo Miraikan ☎254-8993 (Appointment required)</p>	Japanese only	9:00 - 17:00 (Closed on Tue. and during the Year-End & New Year Holiday Period)
	<p>Child Care Help Line (Telephone consultation) ☎257-5560</p>	Japanese only	9:00 - 16:30 (Closed on Tue. and during the Year-End & New Year Holiday Period)
Domestic Violence / Child Abuse	<p>Kyoto Prefectural General Family Support Center ☎531-9910 (For DV related consultations only) ✂Reservation required for an interview.</p>	Japanese only	Telephone: Everyday 9:00 - 20:00 In-person: Mon. - Fri. 10:00 - 16:00 (Closed on national holidays, the Year-end & New Year Holiday Period)
	<p>Kyoto YWCA • APT ☎451-6522</p>	Thai, Tagalog, English, Chinese	Mon. 13:00 - 16:00 Thu. 15:00 - 18:00




	<p>Kyoto City Gender Equality Promotion Center</p> <p>☎212-7830</p> <p>(Appointments for consultations are required)</p>	Japanese only	<p>Mon./ Thu. – Sat. 11:00 - 18:30</p> <p>Tue. 11:00 - 20:00</p>
<b>Domestic Violence</b>	<p>Kyoto City DV Consultation and Assistance Center</p> <p>☎874-4971</p> <p>☎874-7051(Emergency Hotline)</p>	Japanese only	<p>Mon. - Sat. 9:00 - 17:15</p> <p>(closed on Sun. and National Holidays)</p>
<b>Domestic Violence</b>	<p>Kyoto City International Foundation</p> <p>☎752-3511</p> <p><a href="http://www.kcif.or.jp/web/jp/">http://www.kcif.or.jp/web/jp/</a></p>	English, Chinese, Korean, others	<p>9:00 - 21:00</p> <p>(closed on Mon. and the Year-End &amp; New Year's Holiday)</p>
<b>Consumer</b>	<p>Kyoto Consumer's Center</p> <p>☎256-0800</p> <p>Free consultation on troubles related to goods and services.</p>	Japanese only	<p>Mon. – Fri. 9:00 - 17:00</p>
<b>Interpretation and Counseling Service for Non-Japanese</b>	<p>Inquiry Center for Foreign Citizens in Kyoto City</p> <p>(At kokoka Kyoto International Community House)</p> <p>☎752-1166</p>	English	<p>Tue, Wed, Thu 9:00 - 17:00</p>
	<p>Interpretation and Counseling Services are available via telephone in regard to administrative procedures.</p>	Chinese	<p>Wed, Fri 9:00 - 17:00</p>



Human rights	<p>Ministry of Justice Foreign-language Human Rights Hotline ☎0570-090911 Telephone consultation related to human rights are available.</p>	<p>English, Chinese, Korean, Filipino, Portuguese, Vietnamese, Nepali, Spanish, Indonesian, Thai</p>	<p>Weekday 9:00 - 17:00 (Closed on weekends, national holidays, the Year-end &amp; New Year's Holiday)</p>
	<p>Kyoto Itsudemo Call ☎661-3755 Inquiry about events, facilities, the municipal programs and administrative procedures is available.</p>	<p>Japanese only</p>	<p>7 days a week 8:00 - 21:00</p>
Other	<p>Telephone Support for Foreign Women ☎080-4021-3005 Skype: Peer Support Paruyon LINE: support-paruyon Email: <a href="mailto:peersupport@paruyon.com">peersupport@paruyon.com</a>  Providing consultation by peer supporters on living in Japan and others</p>	<p>Japanese, English, Chinese (4<sup>th</sup> Wed. only)</p>	<p>3<sup>rd</sup> Sat &amp; 4<sup>th</sup> Wed 9:30 - 11:30</p>

## 2. Emergency and Disaster

### 2-1 Making Emergency Calls

<b>Police</b>	 <b>1 1 0</b>
<b>Ambulance</b>	 <b>1 1 9</b>
<b>Fire</b>	 <b>1 1 9</b>

#### <When making emergency calls>

- \* Emergency calls are answered 24 hours a day.
- \* Emergency calls are free of charge.
- \* Interpretation service is available when you call 119 (English, Chinese, Korean, Spanish, Portuguese). The language will be changed after you hear some music, so please stay on the line until you are connected.
- \* While calling, do not panic and make sure that you give the following information:
  - (1) What happened? (accident, incident, illness, fire)
  - (2) Location (your address or a noticeable landmark)
  - (3) Your name and phone number
- \* When you hear the fire engine or an ambulance approaching your neighborhood, please come outside and guide them to the right place.
- \* Neither a telephone card nor money is required to call an emergency number from

a public telephone. If there is a red button on the public telephone, please press the red button first then dial 110 or 119. When using a digital public telephone, pick up the receiver and dial straight away.

- \* When making an emergency call from a mobile phone, make sure that you give your mobile phone number to the police or fire department. It may be necessary for the police or the fire department to call you back and ask you for more information about the situation or your location. Please stay in the same place and do not turn off your phone. If you are driving a car, please pull off to a safe place to make or receive phone calls.

## 2-2 Accidents and Incidents

### Traffic Accidents

#### ◆ If you are the victim:

- \* Report the accident to the police immediately. If the accident is not reported to the police, you will not be able to obtain the Traffic Accident Certificate or *Kotsujiko Shoumei-sho*, which is required to receive insurance claim payments.
- \* Confirm the name and address of the driver, the owner of the vehicle (if the driver is not the owner), vehicle number, the validity period of the vehicle insurance policy and the name of the insurance company.
- \* Even if you think your injuries are minor, please get a medical check-up. Injuries may become worse as time passes.

#### ◆ If you have caused an accident:

- \* Give first-aid to the victim and call an ambulance. Take precautions to observe road safety.
- \* If you cause an accident while driving a car or riding a bicycle, you must report it to the police.

### Lost and Found

#### ◆ If you have lost money or other valuables:

- \* As soon as you realize you have lost something, please report it to the nearest police

station or police box (*Koban*).

- \* If you lose your money or other valuables on a train, in a taxi or a department store, report it to the concerned authorities immediately.
- \* If the lost property is found and is returned to you, according to the law you have to give the finder a reward equivalent to 5 to 20% of the value of the property.

#### ◆For articles left behind in taxis, buses or subways

Kyoto City Bus: Kitaoji Transportation Information Desk	☎493-0410
Kyoto City Subway: Karasuma-Oike Station	☎213-1650
Taxi Lost and Found Center	☎672-1110

#### ◆Offices to whom the loss should be reported

**Resident Card:** First report to the police to receive a Certificate of Loss (*Ishitsu Shomei*) then report the loss along with the certificate to your local immigration office.

**Passport:** First report to the police for a Certificate of Loss, then report the loss to your embassy or consulate and submit the Certificate.

**Credit card:** Report it to the firm that has issued the card immediately.

**Cash card:** Report it to the bank that has issued the card immediately.

#### ◆On finding a lost article

- \* Report it to the nearest police station or a police box as soon as possible.
- \* If you find something on the train or in a department store, hand it to the nearest staff member.
- \* Be sure to receive a receipt for both cases.

### How to avoid becoming involved in a crime or criminal activity

#### (1) Never give your cell phone or bank book to another person!

It is illegal to set up a mobile phone contract, open a bank account, apply for a credit card, and rent a room, etc. for another person in exchange for money or other form of

remuneration. In addition to being illegal, the account might be used in a crime and you will be accountable for any unpaid bills.

## **(2) Never let anyone borrow your Student ID or Health Insurance Card!**

Do not let anyone borrow your Student ID, Health Insurance Card, Exchange Student ID, Resident Card, etc. If someone asks to borrow your ID to provide an introduction to a part-time job, do not lend them your ID. In many cases like this, the ID is not returned and it is used to commit a crime.

## **(3) Do not take a part-time job accepting or sending packages for others or remitting money!**

Part-time jobs accepting or sending packages, sending money from your account to an unknown person are scams.

\* For any problems involving (1), (2), (3), or any combination, please visit the counter at the Kyoto Prefectural Police Headquarters, General Consultation Office


 414-0110 Mon.- Fri. 9:00-17:45

(Closed on Public Holidays, Year-End and New Year's Holiday)

Otherwise, please visit your nearest police station.

\* For more information please contact: 

Kyoto Prefectural Police Headquarters, Organized Crime Countermeasures Section 1

 451-9111

## **2-3 Injuries and Sudden Illnesses**

### **Call an Ambulance (Dial 119)**

In case of sudden illness or serious injury, call for an ambulance by dialing 119. Dial 119 in the same way when using a mobile phone.

In cases of minor injury or non-life-threatening illness, use a taxi or car, etc. to get to a hospital or clinic.

When calling for an ambulance, have the sick or injured person's health insurance card and your patient registration card (*Shinsatsu-ken*) if any, ready with you before the

ambulance arrives.

Calling an ambulance is free of charge, but you are required to pay for your medical treatment at medical institutions.

**\* In case of illness on a holiday or at night when hospitals or medical facilities are closed:** Please use emergency medical facilities.

☞ Go to Emergency Medical Treatment at Night, on Weekends and Holidays on pg.259.

## 2-4 Fire

### Calling the Fire Department (Dial 119)

If a fire breaks out, shout out “*Fire!Kaji desu, kaji desu!*” or “Fire!” to let the neighbors know and contact the fire department by dialing 119 from either a landline or from a mobile phone. It is dangerous to try to extinguish a fire by yourself.

## 2-5 Earthquakes

### Preparing for an earthquake

- (1) Find the safest place in your house.
- (2) Store enough drinking water for three days or more (at 3 liters per person per day).
- (3) Prepare a backpack or emergency bag and make sure every member of your family knows the place where you keep it.

#### What should be kept in the emergency bag?

Flashlight, dry cell batteries, drinking water, food, portable radio, money (including some 10-yen coins for pay phones), copies of ID card, passport, valuables such as bankbooks, matches/lighters, candles, a first-aid kit, etc. (Those who require regular medication should be sure to take their medicine with them), a helmet or protective headgear, work gloves, socks, underwear, winter clothes, etc.

- (4) Secure furniture and prevent it from falling over, by using earthquake proofing devices.
- (5) Apply shatter-proof film to glass items such as windowpanes, cupboards, shelves,

etc.

- (6) Make a list of emergency telephone numbers including the numbers of those who can speak your language.
- (7) Confirm beforehand the route from your house to your nearest evacuation shelter and hospital. Ask your neighbourhood association (*Chonai-kai*) or the volunteer fire brigade (*Jishubousai-kai*) in your vicinity about the location of evacuation shelter and safety evacuation area.

### **Designated Refuge Areas and Regional Refuge Areas Map**

[http://www.kcif.or.jp/web/assets/pdf/publications/hinanjo\\_map.pdf](http://www.kcif.or.jp/web/assets/pdf/publications/hinanjo_map.pdf)

### **What to do when an Earthquake Occurs**

- (1) Ensure your personal safety.  
Your life is the most important thing; when an earthquake occurs ensure your personal safety.
- (2) Do not panic. Turn off the gas and electricity immediately.  
First, shout out to others “*Hi o kese!*” or “Turn off the gas and electricity!”, then turn off all electrical, cooking and heating appliances.
- (3) Secure an exit.  
Often doors and windows are deformed by an earthquake becoming jammed and do not budge. Open doors and windows enough that you can create an escape route. Please take special precaution if you live in an apartment or a housing complex.
- (4) If a fire breaks out, extinguish it immediately.  
Shout out loud “*Kaji da!*” or “Fire!” and ask your neighbours to help you put out the fire while it is small and manageable.
- (5) Do not rush out of a building.  
Do not panic. Be aware of falling objects such as glass fragments and roof tiles when you exit a building.
- (6) Do not go close to or walk along narrow alleys, trenches, cliffs or rivers.  
Watch out for brick walls, gateposts, vending machines and other objects that may fall

down easily.

(7) Watch out for landslides and tsunami

If you are near a mountain or by the sea and feel tremors, prepare to evacuate immediately.

(8) Escape to a safe place on foot. Take the minimum amount of your belongings necessary.

Walk to your closest designated evacuation shelter. Do not use a car or a motorcycle.

(9) Help others in emergency relief works.

Work together with others to help elderly people and persons with physical disabilities and/or injured persons.

(10) Get accurate information and watch out for aftershocks.

Do not be bothered by rumours and false information. Obtain accurate information via TV or radio.

### **After an Earthquake**

If you find it difficult to return home, please inform your embassy or consulate, your employer or your school about yourself and your family's whereabouts.

### **Telephone message service during a disaster (Dial 171)**

#### ***(Saigai-yo Dengon Daiyaru)***

In a disaster, making telephone calls to and from an affected area is often difficult. In such cases, use *Saigai-yo Dengon Daiyaru* or "Disaster Emergency Message Dial 171". It is a voice message board where you can leave a message to others and vice-versa. NTT runs this service during a disaster. The service provider informs people about the start of the service through TV and radio. To use the service, dial 171 and follow the recorded Japanese instructions.

### **Disaster Message Board (Web 171)**

In a disaster, you can leave your text message from affected areas via internet on the Disaster Message Board (Web 171) using your phone number as a PIN. With the PIN,



anyone can check the messages left for your number and add new messages. The person whom your message is addressed to can be notified of the message, and you can also read messages left for you on the Dial 171. NTT notifies you of the start of the service through TV and radio.

### **Convenient Multilingual Information**

Register for the Kyoto City International Foundation's "Multilingual Useful Information" mailing list. You can receive useful information on daily life in Japan and on disaster prevention by e-mail.

<http://www.kcif.or.jp/web/jp/emailnewsletter/>

### **Kyoto City Disaster Prevention Center (*Shimin Bosai Center*)**

Kyoto City Disaster Prevention Center provides an earthquake simulation program, fire-fighting training with a fire extinguisher as well as first-aid training.

<http://kyotobousai-c.com/>

## **2-6 Typhoons, Floods and Landslides**

### **Preparing for Typhoons, Floods, and Landslides**

To minimize the damage caused by imminent catastrophes, such as typhoons, heavy rains, rainstorms, and landslides, regularly watch or listen to the weather forecast and get prepared.

- (1) Pay attention to the warnings and other information about typhoons and rainstorms broadcasted on radio and TV.
- (2) Do not go out unnecessarily. If you do go out, please return home as soon as possible.
- (3) Please check things around your house. If you find objects that can be blown away easily by strong winds, bring them inside or secure them firmly.
- (4) Seal any gaps around windows and doors with vinyl tape, and if you have shutters please keep them closed.
- (5) Keep a flashlight or some candles to use in case of blackout. Stock extra dry cells, too.
- (6) Prepare an emergency bag for quick evacuation.

- (7) If you live in an area where a flood is likely to occur, move furniture and electrical appliances as high as possible.
- (8) Turn off the main gas outlet.
- (9) Make sure that every member of your family knows the route to the emergency shelter.
- (10) Lead elderly people and people with physical disabilities to a safe place as soon as you can.
- (11) If you live on or close to a mountain and cliff and are unable to evacuate from your residence in time, please take shelter in a place on the second floor facing away from the slope.

### **When to start evacuating**

Emergency Warnings on floods and landslides are issued according to 5 levels of danger; Level 5 indicates that a disaster has already occurred and Level 4 requires everyone to evacuate immediately.

Warning levels and advised actions:

Warning Level	Advised actions	Type of warnings
5	<b>Take the best action to save your life</b>	Disaster-level ( <i>Saigai hassei joho</i> )
4	<b>Everyone is advised to evacuate immediately</b> If it is dangerous to go outside, stay somewhere safe indoors.	Evacuation order (urgent) ( <i>Hinan shiji-kinkyu</i> ) Evacuation Advisory ( <i>Hinan kankoku</i> )
3	<b>Elderly people etc. are advised to evacuate.</b> Those who need time to evacuate such as elderly people, persons with disabilities, babies, toddlers, etc and their caregivers are asked to start evacuating.	Prepare for evacuation ( <i>Hinan junbi</i> ) Evacuation of elderly people, persons with disabilities, infants etc. ( <i>Koureisha-nado hinan kaishi</i> )
2	<b>Make sure of evacuation routes</b> Make sure of your nearest evacuation shelter and a route to the shelter.	Warning ( <i>Chu-i-hou</i> )
1	<b>Be prepared</b>	Early warning

## 2-7 Gas leaks

Using gas and gas appliances incorrectly is very dangerous. If you find that you might have a gas leak, turn off the main gas valve and open the windows. **Under no circumstances should you light a fire or cause a spark. Do not touch the ventilation fan or any electrical switches** as they can create a spark. Propane gas is heavier than air, so try sweeping the gas out if possible. Contact the nearest office of your gas provider regardless of time and holidays.

As for propane gas, please notify the contact address printed on the gas cylinder.

☞ 3-3 Signing up for Water, Electricity and Gas Utilities See pg. 75

## 2-8 Disaster Victim Certificate (*Risai Shomei-sho*)

A Disaster Victim Certificate (*Risai Shomei-sho*) is necessary if you are applying for city tax deductions or tax exemptions for losses sustained due to fire and/or natural disasters, such as storms, flood, etc.

### **Applying for a Disaster Victim Certificate (*Risai Shomei-sho*)**

Application forms for loss due to fire can be obtained at a fire department office and applications for loss due to water damage can be obtained at your ward office/ ward branch office.



## II. Starting a New Life

### 1. Status of Residence

\* To find out what activities you are permitted to conduct in Japan and to find out how long you are permitted to stay in Japan, check your passport or if you have already received your Residence Card check them at status of residence and period of stay (or expiration date) in the card.

**\* If you entered Japan on a short-term tourist visa for tourism or another purpose, you are not permitted to work in Japan.**

\* If you are a student or your visa status does not allow you to work in Japan and would like to get a part-time job, you should apply for “Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted (*Shikakugai Katsudou Kyoka*)”.

\* If you want to extend or renew the period of your stay, you must apply within the three-month period prior to the expiration of your period of stay.

\* Normally, if you wish to temporarily leave Japan and return under the same resident status, you must have a re-entry permit. However, if you have a valid passport and your Residence Card and plan to return to Japan within 1 year, you do not need to obtain a re-entry permit but you must complete the procedures under the Special Re-entry Permission System. (If your Residence Card expires within 1 year, you must return before the expiration date.) When you are leaving Japan, you must tell an immigration officer about your re-entry plans and complete all indicated procedures to leave Japan. Special Note: At an airport, if you wish to re-enter Japan, please check box 1 indicating “Departure with Special Re-entry Permission” on your re-entry and departure Embarkation and Disembarkation Card for Re-entrants (ED card).

- ① Date of Landing in Japan
- ② Period of Stay (Expiration Date)
- ③ Status of Residence
- ④ Period of Stay





Available languages: English, Chinese, Korean, Portuguese, Spanish

## 2. Procedures to be completed at your Ward Office

### 2-1 Report of address

If you receive permission from the Immigration Services Agency to stay in Japan more than three months (mid to long term residents), you must report your address to your ward office, ward branch office, or sub-branch office upon arrival in Japan or upon change of address.

If you are Special Permanent Residents, you must not only report your address but also other information registered. Please submit the Notification of a Change in an item on a Residence Card other than the Address (*Jyuushoigai no Kisaijiko no Henkou Todokede*) to your local ward office, ward branch office, or sub branch office.

📍 Find your local ward office, ward branch office and sub branch office at [pg.199](#)

### ○For the Mid-to-Long Term Residents (※)

When to report	Applicant	Report Deadline	Items to Bring
-When you newly arrive in Japan	Yourself	Within 14 days after you take up your residence	*Residence Card (In case your residence card has not been issued, please bring your passport)
-When you move to Kyoto City from another city  -When you change your address within Kyoto City	Yourself	Within 14 days after the change	*Residence Card *Individual Number Card *Move Out Certificate ( <i>Tenshutsu Shomeisho</i> ) (If you already have used your Individual Number Card for moving out procedures at the city office of your previous residence, the certificate is not necessary)

-When you move out of Kyoto City	Yourself	Until the day you move out of Kyoto	*Residence Card *Individual Number Card (card holders only)
-When your Residence Card gets dirty or damaged -When you need to extend your period of stay	It is necessary to apply at the Regional Immigration Office, please contact the Immigration Services Agency directly for more details.		

**(※) Mid-to-long Term Residents are non-Japanese nationals who stay in Japan for mid to long term on the basis of their status of residence stipulated under the Immigration Control and Refugee Recognition Act.**

\*They are those who do not fall under any of the following categories.

- ① Persons granted permission to stay in Japan for 3 months or less.
- ② Persons granted “Temporary Visitor” status
- ③ Persons granted “Diplomat” or “Official” status
- ④ Persons recognized by the Ministry of Justice ordinance as equivalent to foreign nationals in the aforementioned categories ①-③
- ⑤ Special Permanent Residents
- ⑥ Persons with no residence status

### ○Special Permanent Residents

When to report	Applicant	Report Deadline	Items to Bring
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<p>-When you move to Kyoto City from another city</p> <p>-When you change your address within Kyoto City</p>	<p>Yourself</p>	<p>Within 14 days after you take up your residence</p>	<p>*Special Permanent Resident Certificate</p> <p>*Individual Number Card</p> <p>* Move Out Certificate (<i>Tenshutsu Shomeisho</i>) (If you already have used your Individual Number Card for moving out procedures at the city office of your previous residence, the certificate is not necessary)</p>
<p>-When you move out of Kyoto</p>	<p>Yourself</p>	<p>Until the day you move out of Kyoto</p>	<p>*Special Permanent Resident Certificate</p> <p>*Individual Number Card (card holders only)</p>
<p>Any other change such as name, gender, nationality written on the certificate other than address</p>	<p>Yourself</p>	<p>Within 14 days of the change</p>	<p>*1 Photo (if you are under 16, a photo is not necessary)</p> <p>*Any official document that proves the change.</p> <p>*Passport (if any)</p> <p>*Special Permanent Resident Certificate</p>
<p>-When your Special Permanent Resident Certificate gets dirty or damaged</p>	<p>Yourself</p>		<p>*1 Photo (if you are under 16, a photo is not necessary)</p> <p>*Passport (if any)</p>
<p>-When you have lost your Special Permanent Resident Certificate</p>	<p>Yourself</p>	<p>Within 14 days of realizing the loss</p>	<p>*1 Photo (if you are under 16, a photo is not necessary)</p> <p>*An official document that proves the loss of your Special Permanent Resident Certificate</p> <p>*Passport (if any)</p>

Regular renewal	Yourself	<p>① To update the period of validity, renewal should be completed before the 7th birthday after the last renewal or the first application.</p> <p>② Any change other than renewal of period of validity should be completed after the change and before the 7th birthday</p> <p>③ Before you become 16 years old</p>	<p>*1 Photo (if you are under 16, a photo is not necessary)</p> <p>*Special Permanent Resident Certificate</p> <p>*Passport (if any)</p>
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\*You must report all the changes by yourself; however, if you are under 16 years old, one of your family members or a guardian can do it on your behalf. For more details please consult your local ward office, ward branch office or sub branch office.

\* Your Residence Card is issued on your arrival in Japan at the following airports: Narita, Haneda, Chubu, Kansai, New Chitose, Hiroshima, and Fukuoka Airport. If you arrive at another airport or port, your Residence Card will be sent to you by post after you finish registering your address to your local ward office. For further information, inquire at the Immigration Services Agency.

\* A new resident card will be issued when your period of stay is extended or when your status of residence has changed. For further information, inquire at the Immigration Services Agency

\* A Special Permanent Resident Certificate will be issued in 2-3 weeks after you have submitted the application at the ward office, ward branch office or sub branch office.

\* Photos must be 4cm x 3cm and should display the applicant's face from head to chest, facing forward, without a hat or cap. Both monochrome and color photos are acceptable. Photos are not necessary for applicants under 16.

◆ **If you need a Copy of your Certificate of Residence (*Jyuminhyo no Utsushi*)**

Apply for it at the Citizen Service Section of your local ward office, ward branch office or sub branch office. The copy of your Certificate of Residence can be obtained by yourself,

a family member of the same household as well as by another person who has a letter of attorney signed by yourself.

◆ **When you return to your country:**

You must return your Residence Card when you complete the embarkation procedure at the departing airport. If you leave Japan with a Special Re-entry Permit, you do not need to return your Residence Card.

**Notes:**

The New Residency Management System began in July of 2012. Due to starting the new system, the Alien Registration System was abolished. In the new system, a Special Permanent Resident Certificate is issued for the Special Permanent Residents and a Residence Card is issued to other foreign residents. For further information on the new system, visit the website of the Immigration Services Agency. (<http://www.immi-moj.go.jp/english/index.html>)

**2-2 National Health Insurance**

National Health Insurance (*Kokumin Kenko Hoken*) is a public healthcare system for those who are self-employed, farmers, retired and not covered by other public insurance systems. **Everyone must enroll in the Health Insurance (*Kenko Hoken*) except those who are covered by a company insurance system, those who receive welfare benefits or those who have enrolled in Medical Care System for the Latter-stage Elderly.** If you leave your job and your medical benefits stop, you must enroll in the National Health Insurance System. If you do not enroll in the National Health Insurance and any plausible reasons are found, you may need to bear the full amount of your medical expenses.

☞ If you are a company employee, or a dependent, please see [pg.193](#) for “5-2 Main Types of Insurance”

◆ **If you enrol in the National Health Insurance System**

(1) In principle, when you visit a hospital or see a doctor for treatment, you will pay 30% of the total medical costs (for those aged 70 -74, the payment will be 20% or 30% of the cost depending on their income) The cost for newborns to preschool age children will be 20%. Some medical treatments are not covered by this insurance, in such cases, you will have to pay the full amount.

(2) When an insured person gives birth to a child, they will receive a lump-sum payment for childrearing.

(3) When an insured person dies, a lump-sum payment for funeral is paid to their family. Other payments and benefits are also available; please inquire at the Health Insurance & Pension Section at your local ward office or branch office. (For residents in the Keihoku area, please inquire at the Health and Welfare Section No.1 at Keihoku Sub Branch Office.)

#### ◆ How to enroll in the National Health Insurance System

Foreign residents, who registered their address as part of Resident Register (*Juminhyo*), must enroll for National Health Insurance. However, foreign residents, who have not registered their address as part of the Resident Register and have a status of residence that permits them to stay 3 months or less, do not have to enroll; however, if based on your purpose for visiting Japan and other conditions you expect to stay more than three months, then you must join the National Health Insurance System.

Applications are accepted at the National Health Insurance and Pension Section of your ward office or branch office (For residents in the Keihoku area, please inquire at the Health & Welfare Section No.1 at Keihoku Sub Branch Office.)

You must take your passport and resident card or your special permanent resident certificate and a document showing that your stay in Japan will be more than 3 months (such as Student ID card or your study plan at university). You need to apply within 14 days from the date of taking up residence in Japan (this is not the date you arrived in Japan) or within 14 days of the date your company insurance was terminated. Please be careful if you apply late, as you will be liable for insurance premiums starting from the month you took residence.

## ◆National Health Insurance Card

When joining National Health Insurance, a card will be issued to each member.

Be sure to bring your health insurance card with you and present it at the reception desk when you visit any medical institution for treatment.

## ◆About insurance premiums

Annual insurance costs are calculated based on the total income of the insured, and by the number of people in the household. People between the ages of 40 and 65 must pay an additional premium for Long-term Care Insurance (*kaigo hoken*).

For your first year in Japan, you are charged the minimum premium because you earned no money during the previous fiscal year in Japan. From your second year in Japan, you are charged based on your income earned during your first year.

If your salary or income is less than a certain amount or if you have no income, you may be eligible for “Legal premium exemption plan” which gives you a reduction of 20%, 50% or 70% off your premium. (You must submit an income declaration)

Your annual premium is divided in 10 installments starting from June, which is the month when city and prefectural residency taxes are calculated, to March of the next year. Your ward office, branch office or Keihoku branch office will send you payment slips, please pay them before the due date at most banks, post offices, convenience stores. If you would like to pay by bank transfer, you can sign up for automatic payment with your bank. With this method, you will not have to remember to pay your insurance fees and can save time by not having to go to a bank or a post office to pay each time. We recommend you use this payment method because it is convenient and reliable.

If you do not pay your insurance premium, your insurance benefits might be suspended and you may have to pay the total cost of your medical expenses.

## ◆ The following must be reported

Please report the following cases to the Public Health and Welfare Department at your ward office or branch office (or if you live in the Keihoku area, to the person in charge

of Public Health and Welfare at the Keihoku Branch Office) within 14 days from the date of the occurrence:

- (1) When you change your address within Kyoto City
- (2) When you move out of Kyoto City, or move in to Kyoto City.

If you move to Kyoto from other cities, you must report your new address to your new ward office or branch office within 14 days of moving in (Those living in the Keihoku area, please report to the person in charge of Public Health and Welfare at the Keihoku Branch Office)

(👉 2-2 How to enroll in National Health Insurance system pg.25 )

When you move out of Kyoto City, you must return your National Health Insurance Card and report your change of residence to the ward office or branch office where you lived.

- (3) When you enroll in employee insurance at your workplace
- (4) When you start receiving public assistance, a child is born, or when the head of the household has changed or has died.
- (5) When you lose, or damage your insurance card, etc.

※If you withdraw from National Health Insurance in the middle of a fiscal year, your insurance premium amount during the period from the beginning of the fiscal year to the previous month of your withdrawal will be recalculated. Please make sure to pay the difference if any.

#### ◆ Who is not eligible for National Health Insurance?

- (1) Persons who do not have residence status (*zairyu shikaku*)
- (2) Persons who are not entitled to receive a resident card (except those whose status of residence is entertainer, technical intern training, dependent, designated activities or official, and their stay in Japan is expected to exceed three months)
- (3) Persons who hold the status of Designated Activities and entered Japan to receive medical care at a Japanese medical facility, persons accompanying someone receiving long-term care in Japan, or persons conducting tourism or care related activities whose period of stay is less than 1 year, as well as spouses

- (4) Persons who are covered by other health insurance systems as well as the dependents
- (5) Persons who receive public assistance
- (6) Persons who are covered by the Advanced Age Healthcare System

## 2-3 National Pension System

The National Pension System is a system in which everyone receives a basic pension or *Kiso Nenkin*. It allows income security for the elderly and those who have disabilities, and after a person's death. Those who live in Japan, including non-Japanese nationals, and are between the ages of 20 to 60 years old must enroll in this system. There are also other systems such as the *Kosei Nenkin Hoken* for company employees (those working at a company or factory; you can enroll before you become 20 years old), and *Kyosai Kumiai* for public employees. If you have been enrolled for 10 years or more, you will be eligible to receive a pension after you reach the age of 65.

☞ If you are a company employee, or a dependent, please see [pg.193](#) for “5-2 Main Types of Insurance”

### ◆How to enroll in the National Pension System.

Applications for the National Pension System are accepted at ward offices and branch offices. **If you have enrolled in *Kosei Nenkin Hoken* at your workplace, it is not necessary to apply for the National Pension System (your company will apply on your behalf).**

### ◆Pension Premiums

You must pay the premiums after you have enrolled in the National Pension System. You can make payments at post offices, banks, or convenience stores. Payment can also be made by bank transfer. If you enroll in *Kosei Nenkin*, the premium is deducted directly from your salary.

### ◆For those with financial difficulties

If you have difficulty in paying the premium, because you have no or low income, your premium may be reduced to half or you might be eligible for an exemption. Students can defer payment of their premiums with the “Student Special Payment System” or *Gakusei Nofu Tokurei Seido* (some specialty schools may not qualify for this program).

### ◆Receiving a pension

National pension is received when you reach a certain age or become disabled. Also, when an insured person passes away, some money is paid to their family. Pensions are classified into the following categories:

(1) Basic Pension for the Elderly (*Rourei Kiso Nenkin*)

(Financial support for the elderly)

(2) Basic Disability Pension (*Shogai Kiso Nenkin*)

(Financial support for people who have become disabled due to accident or illness)

(3) Basic Pension for the Surviving Family (*Izoku Kiso Nenkin*)

(Financial support for the family members’ of the deceased)

(4) Widow’s Pension (*kafu nenkin*)

(5) Lump sum death benefit (*shibo ichiji kin*)

In order to receive the above benefits, you must file an application and must meet the necessary criteria.

### ◆When you return to your country

Both the National Pension System and *Kosei Nenkin Hoken* System adopt a lump-sum refund payment system. If return home country before the required 10 years have passed, you are eligible to receive a lump-sum return (*dattai ichiji-kin*). If you already paid your premiums for more than 10 years, you may receive your pension benefits after returning home.

In order to receive the lump-sum money, you must meet all of the following conditions.

(1) You do not have Japanese citizenship

(2) You no longer live or have an address in Japan (persons who have left Japan)


(3) You have paid premiums for the National Pension System or *Kosei Nenkin* System



for more than six months

- (4) You have never qualified to receive pension benefits in the past.
- (5) You have submitted an application to receive the lump-sum money within two years from the day you withdrew from the pension system.

#### ◆What is needed for the application

- (1) An Application form for the lump-sum payment “*Dattai-ichijikin Saitei Seikyu-Sho*”.  
(Before you leave Japan, you can receive the application form at a Pension Office or the form can also be downloaded from the Japan Pension Service or *Nihon Nenkin Kiko* website.)  
 <http://www.nenkin.go.jp/international/english/lumpsum/lumpsum.html>
  - (2) Pension book (if you do not have one, you must have all the necessary information filled out on your application form)
  - (3) A photocopy of your passport
  - (4) A photocopy of your bankbook
- ※For further information please inquire at a Pension Office near you.

#### ◆ The application must be sent to the following address.

***Gaikoku Gyomu* Group, Japan Pension Service**

5-24 Takaido Nishi 3-chome, Suginami-ku, Tokyo 168-8505

## 2-4 Registration of Marriage and Divorce

There are two ways you can be married in Japan: the first is according to the procedures for your country of citizenship and the second is according to the procedures for Japan. If you choose the procedures for your country, please inquire for further details with your embassy or consulate.

If you choose the procedures for Japan, then you must register your marriage or complete the *Konin Todoke* at the ward office where your address is registered.

## ◆ Submitting your Notification of Marriage (*Konin Todoke*)

\*If both you and the person you are marrying to are not Japanese, item (3) is not necessary.

(1) Place to complete registration:

☞ For your local ward office, branch office or sub branch office see [pg.100](#)

(2) Necessary items for foreign nationals

- **Certificate of Legal Capacity to Contract Marriage (*Konin Yoken Gubi Shomeisho*) issued** by your embassy or consulate

- **Passport**

(Depending on the information in the certificate, additional documents may be necessary)

(3) Necessary items for Japanese

- A copy of your Family Register (***Koseki Tohon***)

(If your marriage registration is to be made in Kyoto City and the Registered Domicile (*Honseki*) of your family is in Kyoto City, the copy is not necessary)

※2 witnesses who are legally adults aged 20 years or older must sign and/or put their seals on the Notification of Marriage (*Konin Todoke*).

※There some cases where your Notification of Marriage cannot be accepted nor registered on submission; therefore, please consult your local ward office, branch office, or sub branch office in advance.

※If you are a non-Japanese national, you must report your marriage to your country after you finish registering your marriage in Japan. Please inquire at your embassy or consulate about the necessary documents and procedures.

※If your **status of residence is to be changed** after marriage, please inquire at the Immigration Services Agency.

☞ **Osaka Regional Immigration Bureau, Kyoto Branch Office** ☎752-5997

## ◆ Divorce

You need to submit **Notification of Divorce (*Rikon Todoke*)** at your ward office, branch office or sub branch office. If a married couple has different nationalities, the law of the

country where they reside will be applied to divorce proceedings. For example, if your country does not recognize a **divorce by mutual consent** (*Kyogi Rikon*) and you are married to a Japanese while living in Japan, a divorce by mutual consent is allowed according to a Japanese law. However, if the couple has registered their marriage in another country, they also need to follow the legal proceedings of that country.

☞ For the complete list of ward offices and ward branch offices see [pg.100](#)

## 2-5 Notification of Birth (*Shussho Todoke*)

When you have a new baby, you must register your baby's birth to submit the *Shussho Todoke* at your local ward office or branch office **within 14 days** after the birth.

### Necessary Items:

(1) Birth Certificate issued by a doctor or a midwife.

(2) **Seal of the person who submit the notification (e.g. father, mother, etc.)**

(Signatures are also accepted)

**Where to complete registration:** The ward office, branch office, or sub-branch office where you live or where the baby was born.

## 2-6 Notification of Death (*Shibo Todoke*)

You must report the death of a family member **within 7 days**, after being notified about the death.

### Necessary Items:

(1) The **Death Certificate** issued by a doctor

(2) **Seal of the person who submit the notification** (e. g. father, mother, etc.)

(signatures are also accepted)

**Where to complete registration:** Your local ward office, ward branch office, sub-branch office or those in charge where the death occurred.

### ◆ If the deceased is not a Japanese citizen

After submitting the *Shibo Todoke* to register a death, please return the decedent's Resident Card or Special Permanent Resident Certificate in person to the nearest

immigration office or send by post to the following office:

**Tokyo Regional Immigration Bureau, Odaiba Office**

9F Tokyo Port Joint Government Bldg., 2-7-11 Aomi, Koto-ku, Tokyo 135-0064

### 3. Housing

#### 3-1 Finding a Residence

The website “**HOUSE NAVI for foreigners**” provides information on apartments and single houses for rent. Please visit: <http://housenavi-jpm.com/>

※Private real estate agents also provide information about housing. It may be helpful to take a Japanese friend with you if possible. **There is no consultation fee necessary.**

#### ◆ Real Estate with Foreign Languages Service (as of March 2020)

Real Estate Offices		Language	Address	Telephone
Elitz	Karasuma Marutamachi	English	1F Pia Gosho, 426 Hikarido-cho, Marutamachi-dori Higashino-to-in Nishi-iru, Nakagyo-ku	221-8600/ 0120-948-936
	Shijo Omiya	English	1F Miyazaki Bld., 1-10 Mibubojo-cho, Nakagyo-ku	822-1008/ 0120-948-936
Kyoto Jutaku Center Gakusei Jutaku	Kyoto Daigaku Seimon-Mae	English Chinese	3-8 Yoshida-Ushinomiya-cho, Sakyo-ku	751-1555/ 0037-625-08756
Flat Agency	Head Office	English Chinese	9-1 Murasakino Nishigoshoden-cho, Kita-ku	411-0669/ 0120-75-0669
	Sakyo Office	English Chinese	3-6 Yoshida Ushinomiya-cho, Sakyo-ku	762-0669/ 0120-36-0669

	Kitaoji Ekimae Office	English Chinese	43-5 Koyama Kitakamifusa-cho, Kita-ku	493-0669/ 0120-44-0669
Choei Global Desk		English Chinese	9F Kyoto Karasuma Manjuji bldg. 369 No.60 Gokuishi-cho, Manjuji-dori Karasuma-dori Nishi-iru, Shimogyo-ku	343-1558
House Network International Section		English Chinese	8-56 Tanaka Shimo Yanagi-cho, Sakyo-ku	708-1108/ 0120-21-3325
Sakura		English Chinese	8F Sakura bldg., 356 Tominaga-cho 2- chome, Kawaramachi-dori Matsubara-agaru, Shimogyo-ku	354-0123
Global Trust Networks Osaka Office		English Chinese Korean	21F Osaka Ekimae Dai 4 Building, 1-11-4 Umeda, Kita-ku, Osaka	06-6348-0701

\*If you are a student, the international student center or the student office at your university and the University Co-op (**Seikyo**) will also help you find housing.

\*There are several local magazines which deal with housing information and rental properties. If you find any listings you are interested in, please contact the listed agency directly.

### ◆Public housing

The main forms of public housing are Urban Renaissance (UR), City Housing (*Shiei Jutaku*), and Prefectural Housing (*Fuei Jutaku*). Generally, the rent is lower than that of private housing. In order to apply for public housing, you must have already registered your residence in Kyoto City.

Name	Description	Contact office
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UR Rental Housing ( <i>UR Chintai Jyutaku</i> )	<ul style="list-style-type: none"> <li>• Applications are accepted all year</li> <li>• Obtain the application form at the Urban Renaissance Agency Kyoto Office.</li> <li>• Both individuals and families are eligible.</li> <li>• To rent an apartment, your monthly income should be 4 times more than the rent.</li> </ul>	<b>Urban Renaissance Agency, Kyoto Office</b>  <b>Tel:255-0499</b>  <a href="http://www.ur-net.go.jp">http://www.ur-net.go.jp</a>
City Housing	<ul style="list-style-type: none"> <li>• Applications are accepted 4 times a year. (April, June, Sept, and Dec)</li> <li>• Obtain the application form at the city hall, ward offices and ward branch offices, at the beginning of the application period.</li> <li>• Due to the large number of applicants, a public lottery is used to select eligible applicants.</li> <li>• Rent is calculated on the basis of the income of the applicant.</li> </ul>	<b>Kyoto City Housing Corporation</b> ( <i>Kyoto-shi Jutaku Kyokyu Kosha</i> )  <b>Tel: 223-2142</b>  <a href="http://www.kyoto-jkosha.or.jp/cgi-bin/cms/index.cgi">http://www.kyoto-jkosha.or.jp/cgi-bin/cms/index.cgi</a>
Prefectural Housing	<ul style="list-style-type: none"> <li>• Applications are accepted 6 times a year.</li> <li>• Obtain the application form at the Kyoto Prefectural Office.</li> <li>• Only families can apply, individual applicants are not eligible.</li> <li>• Due to the large number of applicants, a public lottery is used to select eligible applicants.</li> <li>• Rent is calculated on the basis of the applicant's income.</li> </ul>	<b>Kyoto Prefectural Public Housing Corporation</b> ( <i>Kyoto-fu Jutaku Kyokyu Kosha</i> )  <b>Tel: 431-4157</b>  <a href="http://www.kyoto-juko.jp/">http://www.kyoto-juko.jp/</a>

### 3-2 Signing a Rental Agreement

#### ◆What is necessary to complete a rental agreement?

- ① **Find a guarantor (*Hoshonin*)**, someone who will take responsibility on behalf of the renter if a problem arises, such as failure to pay rent.
- ② **Deposit (*Shiki-kin*)**: An amount equivalent to 1-3 months' rent must be deposited. Part of the deposit will be refunded when the agreement is terminated.

- ④ **Key Money (*Rei-kin*):** This is a non-refundable payment made as a kind of gesture of gratitude to the landlord. Generally, the amount is equivalent to 1-2 months' rent.
- ④ **Handling Charge (*Tesuryo*):** You have to pay the handling charge equivalent to half a month rent to the real estate agency.

\*Rental agreements are normally valid for **1 year**. When renewing your agreement, a **renewal fee (*Koshin-ryo*)** equivalent to 1-3 months' rent may be required. The amount of your rent may be raised at that time.

\*Making improvements or any remodeling of the property, including painting and hammering nails into the walls, is not allowed without the express permission of the landlord.

\*Subletting your rental property without the permission of your landlord is prohibited according to Japanese law.

#### ◆How to find a guarantor

##### ① Asking an acquaintance to be a guarantor (In the case of international students)

There is an insurance program for international students, called "Comprehensive Renter's Insurance for Foreign Students Studying in Japan" (*Ryugakusei Jutaku Sogo Hosho*). It helps reduce a guarantor's psychological and financial burden, so that it makes easier for international students to ask their acquaintances to become their guarantors. For more details, please visit <http://www.jees.or.jp/crifs/index.htm>. (a multilingual pamphlet and a video are available on the website.)

☞ For further information, please inquire at **the International Student Section** at your university

##### ② If you have difficulty finding a guarantor; (in the case of international students)

There is a program in which institutions such as university may serve as a guarantor. To apply for the program, you must enroll in the above-mentioned insurance program and meet some other conditions.



☞ For further information, please inquire at **the International Student Section** at your university

**③ If you have difficulty finding a guarantor (in the case of international students and international residents)**

There are companies which provide guarantor services.

For details, please ask a company in the list below.

Name of the company	Language	Address	Phone Number
As Life	Japanese only	72 Imashinzaike-higashi-cho, Nakagyo-ku	823-6170
Global Trust Network Osaka Office	English Chinese Korean	21F Osaka Ekimae Dai4 Building, 1-11-4 Umeda, Kita-ku, Osaka	06-6348-0701

**3-3 Signing up for Water, Electricity and Gas Utilities**

**◆ Check with your landlord first!**

**Utilities (electricity, water, sewage, gas, etc.) may be handled by your landlord; therefore, it is better to ask about the utilities with your landlord first.**

**◆ Pay by Direct Debit**

It is convenient to pay utility bills by direct debit from your account at banks and post office banks. Please set up a direct debit at a bank or a post office bank where you have your own account. The customer service counter of the Kyoto City Water Supply and Sewage Bureau also accepts applications.

You can also pay your bills at banks, post offices and convenience stores.

**Water**

Tap water is safe for drinking.

**◆ How to start using water and sewage service**

Contact the service offices or the customer service counter of Kyoto City Water Supply and Sewage Bureau.

<https://www.city.kyoto.lg.jp/suido/> (Japanese, English, Chinese and Korean)

### List of the Service Offices

Area	Service Office	Tel
Higashiyama Ward, Yamashina Ward, Daigo area of Fushimi Ward	East Service Office	592-3058
Kita Ward, Kamigyo Ward, Sakyo Ward, Nakagyo Ward	North Service Office	772-7700
Ukyo Ward (excluding Keihoku area), Nishikyo Ward	West Service Office	841-9184
Keihoku area of Ukyo Ward	West Service Office Keihoku Branch Office	852-1820
Shimogyo Ward, Minami Ward, Fushimi Ward (excluding Daigo area)	South Service Office	605-2011
All of Kyoto City	Customer Service Counter	672-7770

#### ◆What is necessary to start using the service?

##### Your customer number\* and address

Water charges are calculated based on the size of the supply pipe and the amount of water used. Payment is made once every 2 months.

\*At the entrance to your new residence, there is usually a card that says “**Water service has stopped**” (*heisen chuu no fuda*). Call the water supply service office and provide them with the information on your card.

#### ◆How to terminate water and sewage service

Contact the Service Office or the Customer Service Counter at the Kyoto City Water Supply and Sewage Bureau and give them your customer number and ask them to terminate service.

#### ◆For further information

Contact the nearest Kyoto City Water Supply and Sewage Bureau Service Office or Customer Service Counter (p.77)

Kyoto City  
Water Supply and Sewage Bureau



Customer Number

Amount of water used during  
this billing period

Amount to be paid for this period

Water charge after a discount made for  
direct debit payment\*

\*A discount will be made for the charges if  
the bill is paid by direct debit and the  
payment is completed on the billing date.

Account billing date

### Water Charges

Water meters are read every 2 months, and a bill like this is sent to each customer.

**京都市上下水道局 水道使用水量のお知らせ**

お客さま 検針区	使用者コード	水栓番号	戸数	呼び径	メーター番号
999	12345	67890	1	13 mm	100160
下水区分 区域内	汚水区分 水道のみ	用途 一般	支払方法 口座振替		

京都 一郎 様

表示の金額には、消費税及び地方消費税相当額を含みます。

25年度 6期ご使用分 (12月3日 ~ 2月3日)	
今回指示数	672 m <sup>3</sup>
前回指示数	620 m <sup>3</sup>
取替前メーター使用量	m <sup>3</sup> (月 日)
井戸汚水等排出量	m <sup>3</sup>
<b>今回ご使用水量</b>	<b>52 m<sup>3</sup></b>
前年同期使用水量	67 m <sup>3</sup> 前期使用水量 48 m <sup>3</sup>

<b>ご請求予定額</b>	<b>13,326 円</b>
(内訳) 水道料金	8,022 円
下水道使用料	5,304 円
水道料金からの割引額	-42 円
下水道使用料からの割引額	-42 円
<b>割引後のご請求額</b>	<b>13,242 円</b>
「割引後のご請求額」は、右記の請求日にお引き落としさせていただいた場合に適用いたします。	
今回口座請求日	26年3月17日

次回検針予定日 4月1日 (天候等により変更する場合があります)

**水道料金等口座振替済のお知らせ (前回検針分)**

25年度 5期ご使用分 (10月2日 ~ 12月2日)

振替日 1月17日

水道使用水量	50 m <sup>3</sup>	汚水排出量	50 m <sup>3</sup>
水道料金	7,644 円	下水道使用料	5,061 円
口座割引額	-42 円	口座割引額	-42 円
<b>水道料金 (口座割引額適用後)</b>	<b>7,602 円</b>	<b>下水道使用料 (口座割引額適用後)</b>	<b>5,019 円</b>
<b>振替金額</b>		<b>12,621 円</b>	

検針のお問い合わせ先 TEL FAX  
 検針委託〇〇〇〇 123-4567 890-1234  
 検針月日 26年2月3日 検針員 水道 太郎

うるおいのしずく、あなたへ。  
**京都市上下水道局**  
<http://www.city.kyoto.lg.jp/suido/>  
 ※上下水道局職員を装った訪問業者にご注意ください※

## Electricity

### ◆How to start using electricity service

Contact the nearest sales office of:

#### **Kansai Electric Power Corporation**

<https://www.kepcoco.jp/> (Japanese)

<https://www.kepcoco.jp/english/> (English)

☎ 0800-777-8810 Mon.- Fri. 9:00-18:00 (closed on national holidays)

### ◆Compatibility of electric appliances: power frequency and voltage

There are **two types of utility frequencies** in Japan. **Kyoto city uses 60 hertz /100 volts.** Using electric incompatible appliances that do not match the current and voltage may cause damage to both the appliance and the circuits. **Please be careful that many of the appliances brought from abroad do not match the electrical system in Japan.**

### ◆Rates

Your rate is calculated according to the amount of electricity used per month. Please refer to the calculation formula on the back of your bill

\*If many appliances are used at the same time, it could overload the circuit causing your breaker to switch off the electricity. If it happens, turn off some of the appliances and turn the breaker back on.

## Gas

There are two types of gas available; natural gas (city gas) and LP (Liquefied Propane) gas. Please check which type is used at your residence.

### (1) City Gas

#### ◆How to start and terminate using City Gas Service.

Call Osaka Gas Co. Ltd. and give them ①your name ②customer number,



※You must be present when a staff from Osaka Gas comes to your residence to open the gas valve.

Osaka Gas: <https://www.osakagas.co.jp/> (Japanese)

<https://www.osakagas.co.jp/en/> (English)

Keiji Living Office (Kyoto and Shiga Branch): ☎ 0120-8-94817

### ◆Gas appliances

Kyoto City uses the **type 13A**. Make sure that your appliances are compatible with this type.

If you plan to use old/used appliances, please ask a staff from the gas company to check them for you when the person comes to your residence to open the gas valve.

### ◆Rates

Gas bills must be paid **every month**. If you do not use the direct debit, a bill will be sent to you in about 1 week after the rates are notified to you.

### ◆LP Gas

**Call the LP Gas Company to start or terminate the LP Gas service.**

The phone number of the company is written on the tag attached to the meter.

LP gas bill must also be paid every month.



**Appliances for LP Gas are the same throughout Japan. However, appliances designed for the city gas cannot be used interchangeably with appliances designed for LP Gas. Please have an LP Gas representative check your appliances and confirm they are safe for LP gas usage.**

**Kyowa Pro Kyoto Branch Office:**

**☎691-7161**

**Iwatani Kinki:**

**☎0120-563-056**

**Uehara Sei Shoji Kyoto Factory Head Office & Kyoto Branch Office:**

**☎212-6000**

**\*To convert appliances made for the city gas into ones for LP gas, some parts have to be replaced. It may cost more than 10,000 yen.**

\*Pamphlets for gas users written in English, Chinese, Korean, Spanish, Portuguese, Filipino and Vietnamese are available at Osaka Gas offices and at the kokoka Kyoto City International Community House.

(PDF)

[https://www.osakagas.co.jp/en/residential-customers/pdf/gas\\_safety\\_guide.pdf](https://www.osakagas.co.jp/en/residential-customers/pdf/gas_safety_guide.pdf)

[https://www.osakagas.co.jp/en/residential-](https://www.osakagas.co.jp/en/residential-customers/pdf/gas_safety_guide.pdf)

### 3-4 Telephones and international calls

## Landline

### ◆Telephone Installation (Application for usage)

Contact: NTT ☎116

Location: nearest NTT office

Necessary Items: Your passport or residence card, contract form, contract fee (¥880)

### ◆Billing

**Billing for telephone service is done monthly;** your bill includes the Line Service Charges (*Kaisen Shiyo-ryo*) (¥2,200 a month) and charges for calls.

### ◆Telephone Directory

Subscribers to telephone service receive a telephone directory **for free of charge.**

Hello Page: Telephone directory for general public, arranged in Japanese *kana* order

Town Page: Telephone directory for businesses (firms, organizations and shops)

\* Town Page also contains useful information about daily life.

## Mobile phones

There are several mobile phone companies. To sign up for mobile phone service, you must take your ID, seal, bank book or a credit card with you when you visit a service provider.

There are telephone and internet services using SIM cards. Please check the information on the internet or ask at your local electronics store.

In Japan, using mobile phones is prohibited in public transportation and facilities such as buses, trains, and hospitals. Also, using a mobile phone whilst driving or riding a bicycle is prohibited by law.

## International calls

There are various companies which provide international telephone services. Please contact the company directly to ask how to subscribe, rates, etc.

## How to make an international call from Japan

**Dial the International Access Code + 010 + Country Code + Area code without 0 + Telephone number**

<Major Telephone Companies providing International Call Services>

Name of company	International Access Code	For inquiries
KDDI	001	0057 (Free, available for 24 hours a day)
SoftBank	0061	0120-03-006 (Free, available on weekday between 9:00 to 17:00, excluding on Year-end and new year's holiday)
NTT Communications	0033	0120-506-506 (Free, available at 10:00 -19:00 excluding on Sundays, national holidays, Year-end and New Year's holidays)

## 3-5 TV, Radio, and Newspapers

### ◆NHK (subscription fees)

Since NHK is a public broadcasting station, it is financed by the subscription fees. This is quite different from the other commercial broadcasting companies. **According to Japanese law, people who own a TV set must pay a subscription fee to NHK.**

Contact office: **NHK Kyoto Broadcasting Station ☎0120-151-515**

Fees (Example: payment by direct debit or credit card)

Type	For 2 months	For 6 months	For 12 months
Terrestrial digital	¥2,520	¥7,190	¥13,990
Terrestrial digital and satellite	¥4,460	¥12,730	¥24,770

\*Payment can be made by direct debit or by credit card, or at convenient stores and post offices.

### ◆Overseas TV programs



**J:COM TV** ☎0120-999-000 <http://www.jcom.co.jp/service/tv/>

**Sky Perfect TV** ☎0800-813-0933 <http://www.skyperfectv.co.jp/index.html>

**WOWOW** ☎0120-580-807 <http://www.wowow.co.jp/>

#### ◆Multilingual Radio Programs

**FM COCOLO 76.5MHz** is a multilingual radio station centered around Asian languages that provides information on daily living, sightseeing, news, music, etc. They also broadcast **emergency news** in the event of a disaster.

FM COCOLO Program list is available at <https://cocolo.jp/pages/timetable.php>

**Radio Mix Kyoto 87.0MHz** is a radio station that covers local news to overseas subjects. Listeners can tune in on their computers or smart phones. The station also broadcasts emergency news, and popular programs, such as Kyoto medical and welfare news, Kyoto Shinbun News, and Glocal Kyoto. <http://radiomix.kyoto/>

#### ◆The following international newspapers and magazines are available for reading at the kokoka Kyoto International Community House library.

Country or Region	Newspapers	Magazines
China	People's Daily	Du Zhe, Zhi Yin
Hong Kong	Ming Pao News	Asia Weekly
Taiwan	United Daily News	TELDAP
South Korea	The Chosun Ilbo	Koreana, Woman Donga, 時事IN (シサイン)
Vietnam		Vietnam Sketch, BAO ANH VIETNAM
India	The Hindu	
France		Beaux Arts
Brazil		VEJA
Indonesia		INTISARI

UK	The Guardian	The Economist
USA	New York Times	Christian Science Monitor
Japan	The Japan News, International New York Times, The Japan Times	

(As of April 2020)

### 3-6 Garbage and Recycling

#### ◆Proper disposal for garbage and recyclables

Garbage is divided into four types: **burnable garbage; cans, glass bottles and PET bottles; plastic containers and wrappings; and small size metal items and spray cans.** Each type of garbage is collected on a different day. Days and points of collection are designated in each area. Please ask your neighbors about the collection information.

Collection dates can also be found on the Kyoto City official website;

#### **Garbage and Recycling/ Household Garbage (how to separate garbage)**

<http://www.city.kyoto.lg.jp/menu1/category/1-3-0-0-0-0-0-0-0-0.html>

#### **Collection date/map**

<http://www.city.kyoto.lg.jp/kankyo/page/0000000509.html>

#### ◆How to dispose of garbage

Place household garbage in the **plastic bags designated by the city** for the specified category. Each bag should be able to be lifted easily with one hand and firmly tied up. If you do not use the designated garbage bag, your garbage will not be collected by the city. The designated bags are sold at retail shops, supermarkets and convenience stores.

**Burnable garbage bags (former label of “For Household Garbage)**

**Each pack contain 10 bags**

1 pack of 45ℓ bags: ¥450	1 pack of 30ℓ bags: ¥300
1 pack of 20ℓ bags: ¥200	1 pack of 10ℓ bags: ¥100
1 pack of 5ℓ bags: ¥50	

**Recyclable garbage bags (cans, bottles, etc.)**

**Each pack contain 5 bags**

1 pack of 45ℓ bags: ¥110	1 pack of 30ℓ bags: ¥75
1 pack of 20ℓ bags: ¥50	1 pack of 10ℓ bags: ¥25

**◆For further information call**

**Waste Reduction Promotion Section ☎213-4930**

**City Beautification Section ☎213-4960**

\*Garbage disposal handbooks in English, Chinese and Korean are also available at ward offices, beatification centers and the kokoka Kyoto City International Community House.

**◆Notes**

\*If you live in an apartment or condominium where the garbage is collected by a private company, you do not have to use Kyoto City designated bags; however, please purchase transparent or semi-transparent bags at supermarkets/convenience stores for disposing of garbage. For more information, please ask your landlord/management company.

\*Illegal disposal of garbage is a punishable offense. Please be aware that disposing of garbage against the prescribed standards or at non-designated areas may be liable to fines or imprisonment.

<Garbage>

Garbage type	How to dispose
<p><b>Burnable garbage</b> (kitchen refuse, papers that cannot be recycled; plastic materials excluding container wrappings; glasses etc.)</p>	<p><b>Collected 2 times a week</b></p> <p>*Put your garbage bag at the designated collection point by <b>8:00 AM</b> on the collection day, <b>not the previous night</b>. Use the <b>garbage bags designated by the city for burnable garbage</b>.</p> <p>*Kitchen refuse should be fully drained.</p> <p>*Matches, cigarette butts, lighters and fireworks should be extinguished and dampened. Lighter fluid should be emptied from lighters before disposal.</p> <p>*When disposing of paper/disposable diapers, first discard the feces in the toilet, then put the diaper in a separate plastic bag and then in the garbage bag</p> <p><b>*In order to prevent injuries to persons collecting your garbage, wrap sharp objects such as glass or razors with thick paper and place them in the middle of the garbage bag.</b></p>
<p><b>Cans, glass bottles, PET bottles</b></p>	<p><b>Collected once a week.</b></p> <p>*Put your garbage bag at the designated collection point by 8:00 AM on the collection day. Do not put your garbage out the previous night.</p> <p>*Put your garbage bag at the designated collection point for Recyclable Garbage.</p> <p>*In some communities, collection points for recyclable garbage and burnable garbage are different. <b>Use bags designated by the city for recyclable garbage.</b></p> <p>*Empty the contents of bottles and wash them. Do not crush plastic bottles.</p> <p>*Caps and labels on PET bottles should be removed. They are classified as “Plastic containers and wrappings”.</p>

	<p>*Caps from glass bottles should be removed. Plastic caps are classified as “Plastic containers and wrappings” and metal lids are classified as burnable garbage.</p> <p>*Do not place any objects in cans and bottles, such as hypodermic needles, skewers, cigarette butts.</p> <p>*Beer and Sake bottles are reusable. Please return them to the shop you bought them from, or bring them to the nearest collection point at your local ward office or ward branch office.</p>
<p><b>Plastic containers and wrappings</b> Trays, bags, wrappings, cling wrap, bottles, cushioning, cups, tubes, lids, caps etc.</p>	<p><b>Collected once a week.</b></p> <p>*Put your garbage bag at the designated collection point for recyclable garbage by 8:00 AM on the collection day. Do not put your garbage out the previous night.</p> <p>*Use bags designated by the city for recyclable garbage</p> <p>*If containers and wrappings are tainted heavily and cannot be cleaned easily, discard them as burnable garbage.</p> <p>*PET bottles for beverages, liquors, soy-source, vinegar, non-oil dressings are classified as “Cans, glass bottles, and PET bottles”.</p> <p>*The following items are not classified as “Plastic containers and wrappings” but as “Burnable garbage”.</p> <p style="padding-left: 40px;">Laundry detergents spoons, toys, spectacle cases, tooth brushes, laundry bags, ball-point pens, CD/Video cases.</p>
<p><b>Small size metal items, spray cans</b> Pans, kettles, frying pans, spray cans, gas cartridges etc.</p>	<p><b>Collected once a month</b></p> <p>*Put all items in a transparent plastic bag with a note marked “metal items (<i>kinzoku</i>),” and place it at the recyclable garbage collection point.</p> <p>*The maximum length of a small metal item, excluding its handle, should be shorter than 30cm in diameter.</p> <p>*Spray cans and gas cartridges should only be disposed of after their contents have been completely expelled. Do not puncture and place with other small sized metal items.</p>

<p><b>Oversized Refuse</b> Furniture, futons, etc.</p>	<p>You must call and schedule a collection time for large items, please call the <b>Kyoto City Large Trash Collection Center (Ohgata Gomi Uketsuke Center)</b>. Handling charges differ according to the type and size of an item. Measure the size of the article before calling, then speak with a representative.</p> <p><b>Kyoto City Large Trash Collection Center (Ohgata Gomi Uketsuke Center )</b></p> <p><b>☎0120-100-530 (toll free)</b></p> <p><b>* For mobile phones ☎0570-000-247 (fee required)/</b></p> <p><b>☎075-330-6100 (fee required)</b></p> <p><b>Open every day from 8:30 to 16:30 except year-end and new year holidays</b></p> <p>After verifying the cost, collection day, and collection point, please purchase <b>“Oversized Garbage Collection Fee Tickets (Stickers) (Ohgata gomi tesuuryo-ken)”</b> at a convenient store and affix them to your items for disposal.</p>
<p><b>Pick up for deceased dogs, cats and other pets</b></p>	<p>Place the deceased pet in a plastic bag and then into a cardboard box. Do not place any other objects, such a collar or any other non-burnable items in the box.</p> <p>Fee: ¥4,810 per animal (If the animal has no owner, then no fee is needed.)</p> <p><b>Dead Animal Collection Center:</b></p> <p><b>☎0120-100-921 (toll free)</b></p> <p><b>For mobile phones</b></p> <p><b>☎0570-000-614 (fee required)</b></p> <p><b>☎075-330-6850 (fee required)</b></p> <p><b>Open: Mon-Fri (Including National Holidays) 8:30 - 16:30</b></p> <p><b>Sat &amp; Sun 8:30 - 11:30</b></p> <p><b>Closed on year-end and new year holidays</b></p>

<Recycling>

Items	Important Points about How to Recycle
<p><b>Air conditioners (including outdoor units), TV sets (including liquid crystal and plasma), refrigerators, freezers, washing machines, laundry driers</b></p>	<p>The law stipulates that when you no longer need the items described on the left column, then they must be returned to electronics retail stores or designated collection points. Handing charges apply.</p> <p><b>Kaden Recycle-ken Center ☎0120-319-640</b>  <b>Waste Reduction Promotion Section ☎213-4930</b></p>
<p><b>Newspapers, cardboard, miscellaneous recyclable paper (magazines, flyers, and other recyclable paper types)</b></p>	<p>There are many collection points for recyclable paper</p> <ul style="list-style-type: none"> <li>① Community Collection (area organization collection point)</li> <li>② Recyclable Paper Collectors</li> <li>③ Miscellaneous paper can be placed out on the collection day for “small metal items, spray cans.” Depending on your location the disposal procedures for your area may be different, please check with your management company or a neighbor.</li> </ul> <p>You can also bring recyclable paper to City Beautification Offices, Kamigyo Recycling Station, Ward Offices and Ward Branch Offices. Ward Offices and Ward Branch Offices have designated collection dates (twice a month).</p>
<p><b>Used tempura oil</b></p>	<p>Pour used tempura oil into a PET bottle or other container and take it to one of the City Beautification Offices, Kamigyo Recycling Station, a Ward Office or a Ward Branch Office. Please make sure to take the container home with you and if you can, recycle the container.</p>

<b>Reusable bottles (Beer, Sake bottle)</b>	Reusable bottles are collected at <b>City Beautification Offices, Kamigyo Recycling Station, Ward Offices and Ward Branch Offices</b> , and some liquor shops.
<b>Florescent bulbs</b>	Strait tube type (20W/40W) and circular type are collected at <b>City Beautification Offices, Kamigyo Recycling Station, Ward Offices and Ward Branch Offices</b> , and electrical appliance shops, which are part of a cooperative program (look for a special sticker marking the store's cooperation, also collection is only available with a purchase of a new bulb).
<b>Dry cell batteries (button batteries, rechargeable batteries)</b>	Collection boxes for dry batteries are installed at the <b>Ward Beautification Offices, Kamigyo Recycling Station, Ward Offices, and Ward Branch Offices</b> .
<b>Paper Cartons</b>	Rinse their inner side with water, cut open and dry. Collection is available at <b>Ward Beautification Offices, Kamigyo Recycling Station, Ward Offices, Ward Branch Offices</b> .
<b>Used Small Household Electronics</b>	<p>Small battery powered household electronics or accessories. *There are exceptions.</p> <p>Within Kyoto City Ward Offices, City Hall, participating stores and subway stations have collection boxes. There is a cooperation program with participating stores, so please look for the mark. If you buy a new product at a participating store, then the store will recycle your equivalent item at the time of purchase. *</p> <p>*The items should be smaller than 30cm x 40cm x 40cm.</p> <p>- 4 types of household electronics (TVs, air conditioners including outdoor units, refrigerators, freezers, washing and drying machines), computers, oil stoves/heaters are not</p>



collected.

\*Please confirm the location, dates, and types of items that you can bring to different collection points at the following website for Kyoto City Resources Collection Map <http://www5.city.kyoto.jp/shigenmap/>

For inquires contact: **City Beautification Section** ☎213-4960

## Flee Markets

Clothes, daily goods, antiques and other goods are sold at low prices at the following markets.

### ◆*Toji Kobo-san* Market (Toji Temple)

The 21<sup>st</sup> of every month (Minami Ward) ☎691-3325

### ◆*Kitano Tenjin-san* Market (Kitano Tenmangu Shrine)

The 25<sup>th</sup> of every month (Kamigyo Ward) ☎461-0005

### ◆*Hyakumanben Handmade Goods* Market (Chionji Temple)

The 15<sup>th</sup> of every month (Sakyo Ward) ☎771-1631

### ◆*Kame-no-ichi* Flea Market (Matsuo Shrine)

Second Sunday of every month (schedule is subject to change)

(Nishikyo Ward) ☎871-5016

### ◆*Omoshiro-ichi* Flea Market (Hokoku Shrine )

10:00 a.m. to 3:00 p.m. on the 8<sup>th</sup>, 18<sup>th</sup>, and 28<sup>th</sup> of every month

(Closed on rainy days) (Higashiyama Ward) ☎090-1912-2290

### ◆HIGHKARAT KYOTO Okazaki Street Market (Okazaki Park)

From March to October (monthly) <https://kyotookazaki.com/>

### ◆Okazaki Flea Market (Okazaki Park)

Once or twice a month (Sakyo Ward) ☎647-3444

### ◆*Yawata-san no Omoshiro-ichi* (Kyoto Goods Market)

(Gosho-hachiman Shrine/ Nakagyo Ward )

11:00 a.m. to sunset, open irregularly on Fridays (Closed on rainy days)

### ◆Umekoji Park *Tezukuri-ichi*

First Saturday of every month (Except January and May)

(Shimogyo Ward) ☎771-1631

### **3-7 Community Associations**

Across Japan, as a general rule, each local area has its own *chonaikai* “neighborhood association” and *jichikai* “neighborhood council.” They are resident or citizen-based organizations. These associations organize festivals, disaster prevention drills and other activities. They also pass from home to home a circular notice called *kairanban*, which contains information about the city and local communities. Although it is not compulsory, to join each family in the community will pay a membership fee which is used for such activities. The City of Kyoto also supports such activities of communities by establishing the Kyoto City Ordinance on Community Promotion.

You can ask for information about *chonaikai* and *jichikai*, when one of their members visits you.

## **4. Employment**

### **4-1 Looking for Full-time and Part-time Employment**

Japanese law prohibits discrimination based on nationality and creed in the rates of wages, working hours, and other employment conditions. Non-Japanese workers are legally entitled the same rights as Japanese workers. It is important to know and understand the laws and systems related to employment.

#### **◆Eligibility for working in Japan**

You must have a Status of Residence (*zairyu shikaku*) that allows you to work, and also the job must be within the qualifications permitted by your resident status.

#### **◆Looking for a job in Japan**

You can find a job at the Public Employment Security Office (Hello Work) managed by the national government (free of charge). You can also try some private employment agencies certified by the Ministry of Health, Labour and Welfare, and other

organizations. (Some are free, others take a commission)

### ◆ Public Employment Security Office (Hello Work)

The Public Employment Security Office (Hello Work) is managed by the national government and provides services such as giving consultation on employment and providing introductions to companies for free. All Hello Work offices are connected on a computer network where one can obtain information on available jobs across Japan. If you can speak Japanese, you can visit any Hello Work office close to where you live. For those who cannot understand Japanese, some offices have interpretation service at “Employment Service for Foreign Workers.” For international students and international residents with professional skills, “Employment Service Center for Foreigners” and counter for international students at “New Graduates Support Hello Work” provide them job information and offer introductions.

### 4-2 How to receive Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted (*Shikaku gai-Katsudo-kyoka*)

If you want to take a job (including a part time job) other than those permitted by your current resident status, you must get permission called *Shikakugai Katsudo-kyoka* from Immigration Bureau. For further information, please contact the **Osaka Immigration Bureau, Kyoto Office**. ☎752-5997

### 4-3 Japan’s Labor Standard Law

The Labor Standards Law exists to protect workers’ rights, including those of international residents in Japan. If you have problems such as unpaid wages, suddenly dismissed without cause, or been injured while working, please consult the following offices.

### ◆ Consultation Contacts

#### ① Consultation Counter for Foreign Workers, Kyoto Labor Bureau

☎241-3214

Address: 2 F Kyoto Labor Bureau, 451 Kinbuki-cho, Ryogaecho- dori Oike agaru,  
Nakagyo-ku, Kyoto

Consultation hours: Tue, Wed (2<sup>nd</sup>&4<sup>th</sup>), Thu 9:00- 16:30 (closed 12:00 - 13:00)

\*English language interpretation is possible. However, there may be days when no interpretation service is available, please call to confirm before you visit.

\*Consultations in Japanese is available on Monday through Friday at the General Labor Consultation Counter on the 1F of the Kyoto Labor Bureau.

## ② Ministry of Health, Labour, and Welfare's Telephone Consultation Service for Foreign Workers

This is a call center set up by the Ministry of Health, Labour, and Welfare for problems concerning working conditions. The services include explanations of laws and ordinances and providing introductions to relevant organizations and associations.

Language	Days ※1	Time	Telephone
English	Mon-Fri	10:00 - 15:00 (closed 12:00-13:00)	0570-001701
Chinese			0570-001702
Portuguese			0570-001703
Spanish			0570-001704
Tagalog	Tue-Fri		0570-001705
Vietnamese	Mon-Fri		0570-001706
Burmese	Mon, Wed		0570-001707
Nepali	Tue, Thu		0570-001708

※1 : Closed on National Holidays and Dec 29-Jan 3

### ◆Part-time Employment

The Labor Standards Law also applies to part-time employment. If you have any questions, please consult “**Foreign Workers Consultation Service**” and/or “**Telephone Consultation Service for Foreign Workers**”.

### ◆Employment Contracts

An employment contract is an agreement between an employee and employer

designating working condition in return for wages. When an employment contract is signed, the employer must give employees a written contract which describes wages, working hours and other working conditions. If only an oral agreement is made on wages, working condition, etc. the employee cannot present any evidence in case of any violation or dispute. In order to prevent any problems, if the contract is written in Japanese, the employee should have it translated into their native language.

#### ◆Items that must be included in an employment contract

- (1) Length of the employment contract
- (2) Criteria for renewal of fixed-term labor contracts (if contract renewal is possible, the contract should state the evaluation criteria for renewal)
- (3) Place of work, details of work and working conditions
- (4) Working hours, including starting time and finishing time, overtime work, breaks, paid leave, holidays, etc.
- (5) Wage, how wages are calculated, method of payment, date of payment, and promotions (possible even if not in writing)
- (6) Retirement and Dismissal (including reasons for dismissal)

If a company has its working rules and terms (*shugyo kisoku*) in writing, ask the company to show them to you and read them carefully.

## 5. Childbirth and childrearing

### 5-1 Pregnancy

\*When you become pregnant, and your pregnancy is confirmed by a doctor, report it to the Public Health and Welfare Center, Child-rearing Support Office of your local Ward Office or Ward Branch Office, and receive a **Maternal and Child Health Handbook**.

\*During pregnancy, you can get maternity health checks (*Ninpu Kenshin*) at a clinic or a hospital that has an obstetrics department.

\*When you receive your Maternal and Child Health Handbook, you will also obtain

*Jyushin-ken* Checkup coupons for maternity health check-ups that will help with the cost of health check fees.

\* A public health nurse will give you a health consultation when you receive your Maternal and Child Health Handbook at **the Public Health & Welfare Center, Child-rearing Support Office at your local Ward Office or Ward Branch Office**. For those who are pregnant for the first time, a public health nurse or other personnel will visit your house to give you advice and answer your questions.

☞ Refer to pg.119 for the list of Public Health & Welfare Centers, Child-rearing Support Office at Ward Offices and Ward Branch Offices.

### ◆The Maternal and Child Health Handbook



This handbook is very important to protect the health of mothers and children. If you get pregnant, **make sure that you visit the Public Health & Welfare Center, Child-rearing Support Office of your local Ward Office or Ward Branch Office to receive the Maternal and Child Health Handbook. English, Chinese and Korean versions of the handbook are also available.** You can keep a record of your own health as

well as your baby's in this handbook. You can also keep the record of **vaccinations** in the handbook. Please be sure to take it with you whenever you visit a hospital or the **Public Health & Welfare Center, Child-rearing Support Office** for consultation.

☞ See pg.141 for **Health Examinations and Vaccinations**

### 5-2 Childbirth

Expectant mothers in Japan usually give birth either at a hospital or a maternity clinic. After the delivery, a public health nurse or other personnel from **the Public Health & Welfare Center, Child-rearing Support Office** will visit the mother's home and advise her about child-rearing.

### ◆What to do after your baby is born?

- ① Obtain a **Birth certificate** from the hospital

② Report the child's birth by taking the birth certificate with you to the ward office or ward branch office and filing the **Birth Registration Form** within 14 days after the birth.  
※If one or both parents are foreign nationals, it is also necessary to **report the birth of their child** to their embassy or consulate.

③ If either of you has a status of Special Permanent Resident, you can apply for the status for your child at the Ward Office or at the Ward Branch Office.

④ If both of you are mid and long term residents, please visit the Immigration Services Agency of Japan to apply for the child's status of residence, taking either the child's Birth Registration Receipt or Certificate of Residence with you. (If your baby is supposed to stay in Japan for 60 days or longer, you must finish the application procedure within 30 days after birth.)

\* You also need to obtain a passport for your baby at your embassy or the consulate. In addition, please enroll your baby in your health insurance system as a dependent.

\*Take your child to regular medical check-ups.

\* **Public Health & Welfare Center, Child-rearing Support Office** at your local Ward Office or Ward Branch Office offers **free health checks for infants**.

☞ **For further information, inquire at a Public Health & Welfare Center, Child-rearing Support Office listed on pg. 199**

### ◆A Pension Premiums Exemption Program for Mothers during Antepartum and Postpartum Period

We have a program for mothers to exempt them from paying pension premiums during the antepartum/postpartum period. If you are an employee, please contact your company for details.

☞ **Refer to pg.199 for the list of Health Insurance and Pension Section at Ward Offices and Ward Branch Offices. (For residents in Keihoku area, please visit Health and Welfare Section No.1 at the Keihoku Sub Branch Office)**

### ◆Lump-sum Allowance for Childbirth

A person enrolled in medical insurance will receive a lump-sum allowance for childbirth

after giving birth to a child. **Pregnant mothers become eligible after 84 days passed since becoming pregnant, even if the mother later has a miscarriage or stillbirth.** In the National Health Insurance System, **¥420,000 will be given to those who are eligible for the Maternity Medical Compensation Program on delivery, and ¥404,000 will be given to those who are not eligible.**

☞ **Visit the Health Insurance and Pension Section of your local Ward Office or Ward Branch Office (For residents in Keihoku area, visit Health and Welfare Section No.1 at the Keihoku Sub Branch Office)** **pg. 199**

#### ◆ **Interpretation Dispatch Service for Maternal and Child Health**

For international residents who have health check appointments for their infants and young children with public health nurses and have difficulty in communicating with them in Japanese, administrative interpretation service is available. Please consult **the Public Health & Welfare Center, Child-rearing Support Office at your local Ward Office or Ward Branch Office** for more information.

### **5-3 Family with Young Children Support Programs**

#### ◆ **Children's Medical Expense Subsidy Program**

With this program, you only pay ¥200 a month per medical institution for a child between 0 years old and the 3<sup>rd</sup> year of junior high school to stay in a hospital for receiving treatment. For a child between 0-2 years old, you only need to pay ¥200 a month per medical institution when you visit the medical institution to receive treatment. For children between 3 years old and the 3<sup>rd</sup> year of junior high school, you only need to pay up to ¥3,000 a month per medical institution. If the total medical expense exceeds ¥1,500 in a month, you can apply for reimbursement for the amount exceeding ¥1,500.

※ Please note that the amount of maximum medical expense is set as ¥3,000 by the end of August, 2019.

☞ **Child & Family Support Section (☎251-1123), or Child-rearing Support Office of Public Health & Welfare Center at your local Ward Office and Ward Branch Office,**



### ◆Child Allowance (*Jidou-teate*)

For those who are raising children of the 3<sup>rd</sup> year at junior high school and under are qualified for receiving monetary support (Child Allowance).

☞ **Child & Family Support Section (☎251-1123), or Child-rearing Support Office of Public Health & Welfare Center at your local Ward Office and Ward Branch Office pg. 199**

### ◆Single Parent Household Support Programs

- \* Loan Program for Single Parent Household (*Boshi Fushi Kafu Fukushi Shikin*)
- \* Training opportunities including computer classes to acquire necessary skills for work are available with small fees.
- \* Priority in renting at a public housing
- \* Medical Expense Subsidy for Single-Parent Household (*Hitori-oya Katei tou Iryohi Shikyu Seido*)
- \*Child Care Allowance

There are also other support programs for single parents.

☞ **Visit the Child-rearing Support Office of Public Health & Welfare Center. See pg.199**

### ◆Counseling on raising children

Contact the following offices:

**Child Welfare Center** (open Mon. – Fri., 8:00 - 17:00) ☎801-2929

**Child-rearing Support Office of Public Health & Welfare Center at Ward Offices and Ward Branch Offices** (open Mon-Fri 8:30 to 17:00)

## 5-4 Childcare Services (Childcare centers (*hoikusho*) and others)

### Childcare Centers (*hoikusho*)

Childcare centers accept children until they enter an elementary school. The childcare fee is determined depending on the family's income. If the child becomes over 3 years

old as of 1 April, the fee will be free of charge.

### ◆Eligibility for Using the Facility

If the child's parents or guardians are working, studying at school, having illness and cannot take care of their child, they can use the childcare center for the child once their status is confirmed.

### ◆How to Apply

Please visit the Public Health & Welfare Center at your local Ward Office or Ward Branch Office for application and submit documents proving your eligibility such as working certificate, student ID, etc. If you were not a resident of Kyoto City as of January 1, 2018, you need to bring your tax payment certificate with you.

☞ **Public Health & Welfare Center (*Hoken Fukushi* Center) at your local Ward Office or Ward Branch Office, see pg. 199**

## Other services

### ◆Family Support Project

The project is a mutual childcare support project among members who wish to receive child-rearing support and who wish to offer child-rearing support.

**Family Support Center** (open Mon. - Sat., 10:00 - 17:00) ☎ **682-6238**

Address: 27 Higashi-kujo Higashi-sanno-cho, Minami-ku, Kyoto City (former Sanno Elementary School, North Building 2F)

<http://www.kyo-yancha.ne.jp/famisapo/>

◆ **Bāba Service Pinocchio** ☎ **432-3575** (8:30 -17:00)

A tentative childcare service available when needed and only for necessary hours.

Child's Age: 6 months up to 9 years old (the 3<sup>rd</sup> year at an elementary school)

Fee: ¥983 per hour (transportation fee from/to your house may also be required)

Service Hours: 7:00 – 21:00 (If you need to use the service before/after the hours, please consult with the center.

(PDF) <http://www.kyoto-silver.or.jp/pdf/pinokio.pdf>

## 5-5 Play Centers for Children (*Jido-kan, Gakudo-club etc.*)

### Children's Centers & *Gakudo* Club

#### ◆Children's Centers (*Jido-kan*)

Children up to 18 years old together with their parents or guardians can use the facility **for free** to play games and sports. Open from 10:00 to 18:30 (Closed on Sun, National Holidays and New Year holidays)

<http://www.kyo-yancha.ne.jp/>

#### ◆*Gakudo* Club

This service aims to take care of the 1<sup>st</sup> year up to the 6<sup>th</sup> year elementary school students whose parents are not at home during the daytime. The service is provided at *Jido-kan* and *Gakudo* child-care centers. Children can come and stay at the club after school. In order to use this service, one must apply in advance. Fee required.

Child-rearing Promotion Section (*Ikusei Suishin-ka*) ☎746-7610

<http://www.kyo-yancha.ne.jp/gakudo-club/index.html>

### Child-rearing Support Groups

#### ◆Childcare Station "Hot Chat" for mothers and fathers

Anyone raising children in Kyoto can participate regardless of nationalities. You can bring your children (aged 0-5 years) with you.

Date & Time: 14:00 -15:30 on every 1<sup>st</sup> Saturday of a month

Venue: *kokoka* Kyoto International Community House

#### ◆*koko kids*

The group is for exchanges between mothers and fathers of children (aged 6-15 years) with international backgrounds.

Date & Time: 15:30-17:00 on every 1<sup>st</sup> Saturday of a month

Location: Volunteer Room, *kokoka* Kyoto International Community House 3F

◆ **Meeting Space *Pichiku Pachiku***

The space is open mainly for children (aged 0-3) and the parents/guardians to meet for exchanges in Ohara, Sakyo Ward.

☎ **201-6387**      <https://pichiku.exblog.jp/>

◆ **JAFORE**

The organization provides support in child-rearing and daily living for international families who have come to Kyoto from abroad.

☎ **090-2148-0891**      <http://jafore.blogspot.com>

Others

◆ **Kyoto City Child-rearing Support Center “*Kodomo Mirai-kan*”**

The center has *Kodomo Genki* Land for children who have not entered elementary school and their parents and guardians to use large-size playground equipment, and *Kosodate Toshokan*, a library for them to enjoy reading picture books.

Opening Hours:

(*Kodomo Genki* Land) 9:00-18:00 on Mon.-Sat.

9:00-17:00 on Sun. & Holidays

Children’s Library (*Kosodate Toshokan*) 9:30-20:30 on Weekdays, 9:30-17:00 on Weekends & Holidays

Closed: Tuesday (if a National Holiday falls on a Tuesday, the facility will be closed on the next weekday) & the New Year Holidays (Dec.28-Jan.4)

☎ **254-5001**      <https://www.kodomomirai.city.kyoto.lg.jp/>

◆ **Kyoto University of the Arts, Art and Culture Information Center, PICCOLI**

The library for children that anyone can use. It has a collection of picture books, materials related to children’s literature and culture, and books in English. Reading events and craft activities are held and children can play with the toys at the center. Free

of charge.

Opening Hours: 10:30-18:00 on Thurs. and Fri.

12:30-18:00 on Sat. and Sun.

Closed: Mon. – Wed. and when university events are held.

☎791-8013      [http://www.piccoli.jp/about\\_english.html](http://www.piccoli.jp/about_english.html)

#### ◆Libraries

Libraries in Kyoto City hold events such as reading for children. Please check with your local library for details.

👉 Libraries    pg.207

## 6. Education

### 6-1 Japanese Education System

In Japan, the education system is basically comprised of an education at an elementary school for 6 years, at a junior high school for 3 years, a senior high school for 3 years, and either at a junior college for 2 years or a university for 4 years. Education at an elementary and junior-high school is compulsory. In principle, one must pass an entrance examination to enter senior high school and university. In addition, there are specialized training colleges and vocational schools available mainly for junior and senior high school graduates. There are national schools managed by the state; public schools managed by prefectures, cities, wards, towns and villages; and private schools managed by school foundations. The school year starts in April and ends in March the

following year.

## 6-2 Kindergartens

Children between the ages of 3 to 6 are eligible for kindergartens.

### City Kindergartens

The City of Kyoto operates 15 kindergartens which accept children at the age of 4 and 5 as of April 1, and some city kindergartens also accept 3 year-old children. The area in which you live determines which kindergartens are possible to enroll your child in.

**School Guidance Section, Secretariat to the Board of Education** ☎222-3806

### Private Kindergartens

**Kyoto City Private Kindergartens Association** (*Kyoto-shi Shiritsu Youchien Kyokai*)

☎257-0375

**Kyoto Prefectural Private Kindergartens Federation** (*Kyoto-fu Shiritsu Yochien Renmei*)

☎344-0771

The following website provides information on private kindergartens located in Kyoto.

<http://www.kyoshiyoh.com/>

## 6-3 Elementary Schools, Junior High Schools and Senior High Schools

### Elementary Schools & Junior High Schools

◆ **If a non-Japanese resident child wish to attend at Japanese elementary school and a junior high school?**

Anyone who register the residence in Japan and who are at the equivalent age of Japanese elementary school and junior high school can attend the school after completing procedures.

◆ **Procedures for enrolling children of international residents into a Japanese elementary school and a junior high school.**

① When you register your address with your local Ward Office or Ward Branch Office,

please mention that you would like to enroll your child in a Japanese elementary school or a junior high school and receive a **School Transfer/Admission Notice (*Ten-nyugaku Tsuchisho*)** or **School Enrollment Notice (*Shugaku no Go-annai*)**.

- ② Get information on the elementary school or the junior high school your children will attend.
- ③ Visit the school and submit the a **School Transfer/Admission** or **School Enrollment Notice**. The school will give you an **Application Form for Enrollment of Non-Japanese Students (*Gaikoku-jin Shugaku-todoke*)**. Please fill in all necessary items on the form and return it to the school.

**Research Section, Secretariat to the Board of Education ☎222-3772**

◆ Text books for elementary school and junior high school are **free**. School lunch served at elementary schools **costs ¥4,700 yen per month**. Junior high school students can choose weekly or monthly if they have school lunches or bring homemade lunches until they graduate from the school. The school lunch costs ¥310 yen per day. A **Financial Assistance Program (*Shugaku Enjo*)** for school supplies and school lunches is available those families with financial difficulties. Ask a teacher at your child's school for the program.

**Research Section, Secretariat to the Board of Education ☎222-3817**

**Physical and Health Education Office, Secretariat to the Board of Education ☎08-5323**

#### ◆ If your child cannot speak Japanese?

Children, who cannot speak Japanese, can receive Japanese lessons in Japanese at the school. In addition, you can ask for interpreters' assistance with the school to communicate with the school.

**School Guidance Section, Secretarial to the Board of Education ☎222-3815**

## Senior High School

**Senior high school education is not compulsory in Japan.** There are public schools such

as national, prefectural and municipal schools as well as private schools that provide various courses. To enter **Japanese senior high schools, an academic level equivalent to the Japanese junior high school graduates is required.**

- ◆ **For further information about public senior high schools, contact**  
**School Guidance Section, Secretarial to the Board of Education ☎222-3811**  
**High School Education Section, Kyoto Prefectural Board of Education ☎414-5848**

For families of students or students who wish to enter high schools, etc. but have financial difficulties, there is a **Financial Support Program for High School Students on Tuition available.**

- ◆ **For further information about financial support for entering senior high schools and tuition support, contact Child & Family Support Sub-Office ☎251-1123**  
**or Child-rearing Support Office at the Public Health & Welfare Center of your local Ward Office or Branch Ward Office’s, Keihoku Sub Branch Office, Kamikawa Sub Branch Office (☎921-0028) P. 199**

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### 6-4 International Schools

There are international schools where the classes are offered in English, French or Korean. Such schools are categorized as “Miscellaneous Schools” in the School Education Act. Some Japanese universities do not allow the graduates of these schools to take their entrance examinations. However, depending on the schools, the graduates may get qualified to take entrance exams for Japanese universities and graduate schools. For details, inquire at the school.

Name of school	Address	Number
Kyoto International School	317 Kitatawara-cho, Yoshiyamachidori Nakadachiuri-sagaru, Kamigyoku	451-1022



Lycée Français International de Kyoto	411 Motoshinmei-cho, Tominokoji-dori Gojo-agaru, Shimogyo-ku	354-5240
Educational Foundation Kyoto Korean School (Kyoto Chosen Gakuen) Kyoto Korean High and Junior school	1 Toyama-cho, Kitashirakawa, Sakyo-ku	791-1131
Kyoto Korean Elementary School	1-2 Ogurisu Maruyama, Fushimi-ku	573-3311
Kyoto Korean No.2 Elementary School	3 Umezushirimizo-cho, Ukyo-ku	861-0608

### III Information for Daily Life

#### 1 Health and Medical Care

##### 1-1 Medical Services

##### ◆Hospitals and Clinics

\* Hospitals and clinic are usually open weekday mornings and closed on **Sunday and National Holidays.**

\* In case of emergency, call an ambulance.

☎ See pg. 19 for emergency calls

\* When a doctor prescribes you medicines, please make sure that you receive a full explanation of the medicine.

### ◆ Points to Observe at Hospitals and Clinics

- (1) If you have problem communicating in Japanese, please use an interpreter service or take someone who can interpret with you.
- (2) If you do not understand, ask questions immediately.
- (3) Ask your doctor to explain your test results and prescribed drugs in an easy Japanese to make sure that you fully understand.
- (4) Be on time for your appointment and keep visiting hours.
- (5) Mobile phones and other electronic devices are prohibited in hospitals and clinics.
- (6) If you have problems with paying hospitalization expense or have questions on programs you can use, please consult with your hospital. If the hospital has social workers, please consult with them.
- (7) In Japan, there are many support programs for those in need. However, in order to receive these services and benefits, you must apply for them. Therefore, it is very important to get information about such programs. If you do not know any of such programs, ask a social worker. Consultation is free and privacy is protected, please feel free to consult a social worker or use another consultation services.

### ◆ Clinical Department List

**Internal Medicine (*Naika*):** treatment of illness or disease affecting the internal organs

**Psychiatry (*Seishinka*):** treatment of mental disorders

**Neurology (*Shinkei-Naika*):** specializes in treatment of nerve and muscle disorders

**Pediatrics (*Shonika*):** medical care of infants, children and adolescents

**Surgery (*Geka*):** treatment of disease and injuries using operative manual and instrumental techniques

**Orthopedics (*Seikei-geka*):** treatment of disorders or injuries of bones, joints, and the associated muscles

**Plastic Surgery (*Keisei-geka*):** repair, replacement, or reshaping of malformed, injured,

or lost parts of the body

**Neurosurgery (*No-shinkei-geka*):** surgery of the brain or other nerve tissue

**Dermatology (*Hifuka*):** diagnosis and treatment of disorders of the skin, hair, and nails

**Urology (*Hinyokika*):** for the diagnosis and treatment of diseases of the urinary tract  
(kidney, bladder) and urogenital system

**Obstetrics & Gynecology (*Sanfujinka*):** for the treatment of the diseases of women's  
reproductive organs, pregnancy and childbirth

**Ophthalmology (*Ganka*):** for the treatment of the injuries and diseases of eyes

**Otolaryngology (*Jibi-inkoka*):** for the diagnosis and treatment of diseases of the ear,  
nose, and throat

**Physiotherapy (*Rihabiriteishon-ka*):** for the treatment of physical disabilities by  
massage, electrotherapy, physiotherapy or exercises

**Radiology (*Hoshasenka*):** diagnostic testing using substances such as x-rays to  
diagnose injury or disease.

**Anesthetics (*Masuika*):** for local or general loss of sensation, especially of pain before  
surgical operations

**Dentistry (*Shika*):** for treatment of teeth and gums

## 1-2 Medical Insurance Systems

### Medical Expenses

Without enrolling in a medical insurance program and see a doctor, you must cover all your medical expenses, which sometimes can be very high. Some financial aid programs are available for elderly, infants, single parent households and those suffering from intractable diseases.

### Japanese Public Health Insurance Programs

In Japan, National Health Program obliges all residents in Japan to enroll in a public health insurance program. The public health program has two types; the one is provided for employees to register at the workplaces; and the other is offered by the local governments. Private medical insurance cannot replace the public health

insurance program.

Once you enroll in public health insurance program, you need to pay the premiums. When you are ill or injured and see a doctor, you will only have to pay 30% of the total medical cost. In addition, you can receive benefits when you deliver a child as well as when your medical expense has exceeded a fixed amount.

## Programs for Reducing Insurance Premiums

### ◆Subsidy for International Students on Paying the National Health Insurance Premiums (*Ryugakusei Kokumin Kenko Hoken Hojo*)

**kokoka Kyoto International Community House** provides a subsidy on National Health Insurance premiums payment (*Ryugakusei Kokumin Kenko Hoken Hojo*) to privately funded international students who live in Kyoto and are enrolled at a university or a junior college in Kyoto. ¥700 per month is subsidized for a student, provided the student pays the premium. Applications for the subsidy are accepted at the **kokoka Kyoto International Community House**.

Kyoto International Students Information Site: \_

<https://www.kcif.or.jp/en>

### ◆Reduction and Exemption of National Health Insurance Premiums

If you have difficulties paying the National Health Insurance premiums due to experiencing hardships such as being a victim of a disaster, unemployed, facing bankruptcy, your insurance premiums may be reduced or exempted upon application.

☞ **Inquire at Health Insurance and Pension Section at your local Ward Office or Ward Branch Office, see pg. 119**

**(For residents in Keihoku area, please visit Health and Welfare Section No.1 at the Keihoku Sub Branch Office)**


## Other Programs

### ◆Free or Low Cost Medical Service Program

This program is offered for those who have difficulty in paying medical costs due to

financial reasons such as low income to receive medical care either for free or at inexpensive cost. In order to apply for this program, you need to visit a registered medical institution in the program for consultation and submit documents certifying your household's income.

 **Kyoto City Office, Livelihood Welfare Section**

 **251-1175**

## **1-3 Health Checkups and Vaccinations**

### **(1) Health checkups**

Please get regular health checkups to prevent yourself from getting a serious disease.

**Some checkups are free.**

- \*Specific Health Checkup (for people aged 40 to 74 years)
- \*Kyoto City Health Checkup (for those who are not enrolled in any health insurance programs, receiving welfare benefits and aged 40 years and older)
- \*Health Checkup for the Latter-stage Elderly (for insured persons under the Medical Care System for the Latter-stage Elderly)
- \*Health Checkup for Adults (for those who are aged 18-39 years, having registered the residence in Kyoto City but having no opportunities to get a health checkup provided by their employers, excluding students.)
- \*Tuberculosis Test (for those who aged 15 years and older)
- \*Lung Cancer Test (for those who aged 40 years and older)
- \*Stomach Cancer Test (for those who aged 50 years and older)
- \*Colorectal Cancer Test (for those who aged 40 years and older)
- \*Breast Cancer Test (for women aged 30 years and older)
- \*Cervical Cancer Test (for women aged 20 years and older)
- \*Prostate Cancer Test (for men aged 50 years and older)
- \*Stomach Cancer Risk Stratification Test (for people aged 40, 45, 50, 55, 60, 65 and 70)
- \*Dental Consultation for Adults and Pregnant Women (for adults aged 18 years and older, and expectant and nursing mothers)
- \*Periodontitis Test (for those who are 40, 45, 50, 55, 60, 65, and 70 years old)

\*Daytime HIV/ Sexually Transmitted Diseases Test (for those who are concerned about themselves being infected with HIV and/or sexually transmitted diseases)

\*Night-time HIV/ Sexually Transmitted Diseases Test (for those who are concerned about themselves being infected with HIV and/or sexually transmitted diseases)

\*Saturday & Sunday HIV/ Sexually Transmitted Diseases (for those who are concerned about themselves being infected with HIV and/or sexually transmitted diseases)

\*Hepatitis B & C Virus Test (for those who are concerned about themselves being infected with hepatitis virus)

👉 **Visit the Public Health & Welfare Center or Sanitation Desk at your local ward office or ward branch office, See pg. 119**

**Ask your health insurance office regarding specific health checkup.**

## (2) Vaccinations

### **Routine Vaccination Schedule (vaccinations designated by the Immunization Act)**

Vaccination helps you to build up immunity (*meneki*) against bacteria and viruses which may cause infectious disease. We recommend that you should vaccinate your children as designated to keep them in a good health.

Vaccines	Vaccination frequency	Age [Average inoculation period]	Location where vaccination is available
BCG (tuberculosis vaccine)	1 time	Before the child becomes 1 year old [5 months to 8 months]	Kyoto City's Cooperative Medical Facilities for Vaccination

<p style="text-align: center;">Hib (Haemophilus influenza Type B)</p>	<p>[If the 1<sup>st</sup> inoculation is performed for a child between 2 months and 6 months old] 3 times with intervals, 1 additional</p> <p>[If the 1<sup>st</sup> inoculation is performed for a child between 7 months and 11 months] 2 times with intervals, 1 additional</p> <p>[If the 1<sup>st</sup> inoculation is performed for a child between 12 months and 59 months] 1 time</p>	<p>Over 2 months under 60 months (before the child becomes 5 years old) [ 2 months- 7 months]</p>	<p>Kyoto City's Cooperative Medical Facilities for Vaccination</p>
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<p>Pneumococcus (Infants &amp; Children)</p>	<p>[If the 1<sup>st</sup> inoculation is performed for a child between 2 months and 6 months] 3 times with intervals, 1 additional</p> <p>[If the 1<sup>st</sup> inoculation is performed for a child between 7 months and 11 months] 2 times with intervals, 1 additional</p> <p>[If the 1<sup>st</sup> inoculation is performed for a child between 12 months and 23 months] 2 times</p> <p>[If the 1<sup>st</sup> inoculation is performed for a child between 24 months and 59 months] 1 time</p>	<p>Over 2 months under 60 months (before the child becomes 5 years old) [ 2 months- 7 months]</p>	<p>Kyoto City's Cooperative Medical Facilities for Vaccination</p>
<p>Hepatitis B</p>	<p>3 times</p>	<p>Before the child becomes 1 year old [2 months -9 months]</p>	<p>Kyoto City's Cooperative Medical Facilities for Vaccination</p>
<p>Combined Vaccine (4 in 1)*<sup>1</sup></p>	<p>1<sup>st</sup> period: 3 times with intervals 1<sup>st</sup> additional: 1 time</p>	<p>Over 3 months under 90 months (before the child becomes 7 years 6 months) [3 months- 12 months]</p>	<p>Kyoto City's Cooperative Medical Facilities for Vaccination</p>



Diphtheria (DT)	2 <sup>nd</sup> period: 1 time	Over 11 years old under 13 years old [11 years old]	Kyoto City's Cooperative Medical Facilities for Vaccination
Measles / Rubella (MR)	1 <sup>st</sup> period: 1 time	Over 12 months under 24 months	
	2 <sup>nd</sup> period: 1 time	During a year prior to entering elementary school	
Varicella (Chicken Pox)	2 times	Over 12 months under 36 months [12 months -15 months]	
Japanese Encephalitis* <sup>2</sup>	1 <sup>st</sup> period: 2 times with intervals 1 <sup>st</sup> additional: 1 time	Over 6 months under 90 months (before the child becomes 7 years 6 months) [the initial inoculation is at 3 and an additional is at 4]	
	2 <sup>nd</sup> period: 1 time	Over 9 years old under 13 years old [9 years old]	
HPV Cervical Cancer	3 times (not recommended for the time being)	Girls from elementary school Year 6 to senior high school Year 1 [Junior high school Year 1]	

\*<sup>1</sup>4-in-1 Combination Vaccine includes Diphtheria, Pertussis, Tetanus, and Polio

\*<sup>2</sup> For Japanese Encephalitis, exceptions to this schedule are listed below:

① Those who are under 20 and born from April 2, 1999 to April 1, 2007 can receive necessary times of vaccinations of the period 1 and 2.

② Those who are under 20 and born from April 2, 2007 to October 1, 2009 can still receive necessary times of vaccinations of period 1. However, this exception only applies for people over 9 years old and under 13 years old.

## **2. Banks and Post Offices**

### **2-1 Opening an account**

#### **(1) How to open an account**

To open an account at a bank or post office bank, you need to make an application at the desk. You can open your account depositing ¥1 or more. When you open a savings account (*futsu yokin koza*), you can receive a cash card (ATM card).

< What items are required for opening a savings account? >

- ① Resident card
- ② Health Insurance Card
- ③ Student ID, Employee ID etc. (These items may be required depending on your status of residence)
- ④ Your seal (depending on a bank, signatures are also acceptable)
- ⑤ Cash (¥1 or more)

※The required items may vary depending on a bank; therefore, please confirm with the institution in advance.

#### **◆Cash Card (at Automatic Teller Machine, ATM)**

Cash cards are very convenient for depositing and withdrawing money. To access your

account, you must enter your **pin number (four digit number)** at the ATM. ATMs are also available at convenience stores.

< ATM Operating Hours >

Banks: Weekdays 9:00 - 21:00 (approx.)

Weekends 9:00 - 18:00 (approx.)

Post Offices: Weekdays 9:00 - 19:00 (approx.)

Weekends 9:00 - 17:00 (approx.)

※Operating hours may vary depending on the institution

## (2) Paying Utility Bills by Direct Debit

You can pay electricity, gas, and telephone utility bills and NHK subscription fee, etc. by direct debit. To set up a direct debit, your seal and **your customer number of each contract** are required. Those utility bills are also payable at convenience stores.

## 2-2 International Remittances

### ◆From a bank

**Necessary information for sending money:** The recipient's bank name, branch name, account type, account number, the recipient's address, name, and telephone number. If you want to receive money, send the information about yourself and your account as above, to the sender.

### ◆From a Post Office

#### <International Remittance between Accounts>


You can send money from your Japan Post Bank account to a bank account abroad. You can make an international remittance via Japan Post Bank Internet Banking Service "Yucho Direct" on a PC and a smartphone, or at a counter of Japan Post Office dealing international remittance service and all Japan Post Banks. **This service is not available for some countries. In addition, please note that days required for completing a transfer vary depending on a country where you send money.**

**Saving Section of Kyoto Central Post Office (Kyoto Chuo Yubinkyoku)**

## 2-3 Money Exchange










### ◆Exchanging Foreign Currencies

You can exchange foreign currencies at banks that have signboards displaying “Money Exchanger Authorized by Ministry of Finance.” They also accept traveler’s checks. Some discount ticket shops also offer money changing service. Automatic foreign currency exchange machines are available at some tourist spots and stations.

Name of Money Exchanger	Opening Hours	Location
Travelex Japan, Tis Kyoto Store  352-5341	Everyday 9:30-19:00	In front of the Central Entrance of JR Kyoto Station
Travelex Japan, Kyoto Nishiguchi  351-5613	Everyday 9:00-20:00	JR Kyoto Station 2F, on the North-South Walkway
World Currency Shop, Kyoto Station Building  365-7750	Weekday 10:00-17:00	Kyoto Station Bldg. 8 F
World Currency Shop, Kyoto  229-7750	Weekday 9:00-16:30	10 Naginataboko-cho, Karasuma-Higashiiru, Shijo-dori, Shimogyo-ku, 1F, FG Bank Kyoto Branch.
SMBC Trust Bank Kyoto Currency Exchange Counter  223-2866	Weekday 11:00-18:30	B1F, Kyoto Mitsui Bldg., 8 Naginataboko-cho, Karasuma-Higashiiru, Shijo-dori, Shimogyo-ku
Reforte, Kyoto Main Shop  352-7262	Mon.-Sat. 10:00-18:00	1F Wing City Nishinoto-in, Honryusui-cho, Nishinoto-in-dori Takatsuji-agaru, Shimogyo-ku
Reforte, Kyoto Nishiki Shop  257-7200 ✳️Exchanging machine available for 24 hours.	Mon.-Sat. 10:30-19:00	593 Nishiuoya-cho, Nishikikoji-dori Takakura, Nakagyo-ku
Ticket Shop Tokai, Sanjo-Kawaramachi Branch  221-1881	Everyday 10:00-20:00	Capital Bldg. 1F North-east corner of Sanjo-Kawaramachi

## ◆Places to withdraw cash with an international credit card

You can withdraw cash with your international credit card from ATM located at post offices, banks, and convenient stores.

Bank Name	Available Credit Cards	Search ATM locations
Japan Post Bank	VISA, VISA ELECTRON, PLUS, MasterCard, Maestro, Cirrus, American Express, Diners Club, JCB, Discover, Union Pay (銀聯)	  Japanese      English
Seven Bank	VISA, MasterCard, Union Pay (銀聯), American Express, JCB, Discover, Diners Club	  Japanese      English
Lawson Bank	Visa, MasterCard, JCB, Union Pay (銀聯)	  Japanese      English
AEON Bank	VISA, PLUS, MasterCard, Maestro, Cirrus, Union Pay (銀聯)	
MUFG Bank	Union Pay (銀聯), DISCOVER, JCB	
The Bank of Kyoto	VISA, PLUS, MasterCard, Maestro, Cirrus, Union Pay (銀聯)	

## 2-4 Postal Services

◆Post Office <http://www.post.japanpost.jp/index.html>

Name of Post Office	24 Hours Service	TEL
Kyoto Central Post Office	○	365-2473
Kyoto Kita Post Office	×	493-0383
Nishijin Post Office	×	432-5703
Sakyo Post Office0	×	712-5866
Chuo Post Office	×	255-1114

Higashiyama Post Office	×	561-6802
Kyoto Nishi Post Office	×	882-6052
Ukyo Post Office	×	0570-033-940
Fushimi Higashi Post Office	×	572-8001
Fushimi Post Office	×	643-6213
Yamashina Post Office	×	0570-034-320
Rakusai Post Office	×	331-7736

### ◆Opening Hours:

Small local post offices: Mon.- Fri. 9:00-17:00

Large post offices: Mon.- Fri. 9:00 -19:00

Sat. 9:00-17:00

Sun. 9:00-12:30

\* The opening hours may differ depending on each post office, please check the hours in advance.

\* Search the locations of post offices and ATMs

⇒<https://map.japanpost.jp/p/search/>

### ◆Postal Services on Saturdays, Sundays, National Holidays and at Night

Some post offices offer postal service 24 hours a day. The counter for non-business hours called “*Yuyu Madoguchi*” opens on weekends and national holidays.

\* Search the locations of *Yuyu Madoguchi* ⇒

[https://www.post.japanpost.jp/shiten\\_search/](https://www.post.japanpost.jp/shiten_search/)

### ◆How to send money by post

<Registered Mail for Sending Money (*Genkin Kakitome*)>

You can send money in a special envelope (fee necessary). Cash and letters can be sent together. Cash up to ¥500,000 can be sent in the envelope. A transaction fee is required.

**You need to visit a post office** to use this service.

\* You can also send money in the form of postal money order by post.

## ◆International Mail Services

“International Mail Raku Raku Navi” helps you look for the most appropriate service available for you to send an international mail or parcels as well as check how many days are required for delivery. In addition, you can also check prohibited items for delivery by post for each country and region.

### “International Mail *Raku Raku* Navi”

<https://www.post.japanpost.jp/int/ems/ryugaku/>

Ask Kyoto Central Post Office for International Mail Services      365-2471

## ◆Other Services offered by Post Offices

When moving	When you sign up for mail forwarding, the post office will forward mail addressed to your old address to your new address for 1 year (free).
When you are not at home.	In case you are not at home and not able to receive a parcel or registered mail, a notification slip is left in your mail box. Show this slip with your personal ID at the post office within a week to receive your parcel.
When you are away from home for a long period	If you will be away from home for a long period, you can sign up for mail holding service. The post office will keep your mail for up to 30 days and deliver at a later date.
If you spoil an unstamped postcard	Spoiled post cards can be exchanged for new ones at post offices for ¥5 a sheet.

★Please refer to the website “Practical Guide for International Students” for services offered at post offices. Application procedures are explained in Japanese, English, Chinese and Korean. You can also download and print out the “Postal Communication Guide” for your communication, pointing out words and phrases you may need at a

post office.

[http://www.post.japanpost.jp/int/ems/ryugaku/intl\\_student/](http://www.post.japanpost.jp/int/ems/ryugaku/intl_student/)

## 2-5 Courier and Express Delivery Services

If you would like a parcel delivered to someone, you can use a courier or express delivery service companies in addition to the postal service. Some companies visit your house to pick-up large parcels, and **in some cases delivery companies can be cheaper and faster than the postal service. Most delivery companies offer services at convenience stores.**

## 3. Transportation

### 3-1 Bicycle Rules

**✖After April 1, 2018, Kyoto City and Prefecture oblige all cyclists to enroll in Bicycle Insurance.**     **See also (3) Be Prepared for Bicycle Accidents**

#### (1) Rules for riding bicycles

- Using mobile phones or headphones/earphones while riding a bicycle is strictly prohibited. \*Kyoto Prefectural Regulations prohibits those acts. If anyone violates this rule, the person shall be fined or punished.
- As a rule, cyclists must keep the very left on the road. If a street has a sign “Cyclists allowed on a Sidewalk,” you can ride a bicycle on the sidewalk. When you cycle on a sidewalk, please keep the road side and ride slowly. You must also be careful not to disturb pedestrians, and if necessary, you must temporarily stop riding in order to let pedestrians proceed. (Those who violate this rule are subject to punishment.)

If available, cyclists can ride on a “cyclists’ zone” designated on the left side of a road.

- If a crossing has a “Crossing for Cyclists,” you need to cross on the zone.
- You must walk your bicycle on sidewalks especially where crowded.
- When you intend to turn right at the crossing with no traffic lights, you must keep the far left side of the street, first cross to the other side, and then turn right slowly after



confirming the flow of traffic (Those who violate this rule are subject to punishment).

- Do not turn to right in the same way the automobiles do at intersections.
- You must switch on your headlight when riding at night.

(Those who violate this rule are subject to punishment).

- Both drunk riding and riding a bicycle with two persons are prohibited. (Those who violate this rule are subject to punishment).



## (2) Rules for Parking Bicycles

Do not leave your bicycle on streets or sidewalks, which may block traffic or disturb pedestrians. Please park your bicycle in designated areas. You can search for bicycle parking on the Kyoto City Cycle Website (<http://kyoto-bicycle.com/>). When you park your bicycle, please make sure that you lock it.

### ◆Removal of bicycles

- \* Kyoto City Ordinances prohibit the parking of bicycles on the street, especially in front of stations or other congested areas, and remove illegally parked bicycles to the other area.
- \* The city will remove bicycles parked in any area of Kyoto City marked with a no parking sign (See right).



### ◆If your bicycle is removed?

- \* Removed bicycles will be kept at the bicycle impound lot for **4 weeks**.
- \* If you do not retrieve your bicycle within 4 weeks, it will be disposed of.

You can ride a bicycle on sidewalks with this sign.

\* If your bike is missing, first check to see if there are any signs nearby or notifications placed on the pavement. These will indicate which impound lot your bicycle was taken to.

“Bicycle, etc.  
Removal Enforcement Area”

◆ **How to retrieve your bicycle**

**Look for a signboard or poster near the spot** where you left your bicycle to find out which impound lot your bicycle was taken to. To retrieve your bicycle, you need **your bicycle key, a form of identification, and money for the handling charge of 2,300yen.**



**(3) Risk Management for Bicycle Accidents**

**You must enroll in bicycle insurance which may help you provide financial coverage for injuries to yourself and others, etc. in case of an accident.**

✂ See the following website for more information:

**Kyoto City Cycle Website (<https://kyoto-bicycle.com/>)**

**Bicycle Policy Promotion Office ☎222-3565**

**(4) Bicycle Registry (Jitensha Bohan Toroku)**

\* Bicycle Registry is helpful to identify the owner of a stolen bicycle and return the removed ones left at stations.

\* Bicycle Registry is compulsory by the law. When you buy a bicycle, register your ownership at the bicycle shop. It is valid for ten years and the fee costs ¥600. (The fee is changed from ¥510 from May 1, 2020.)

\* If you change your address, get a used bicycle that someone else has registered, or

you have bought a new bicycle through internet, you must change the registration or register your bicycle at a bicycle shop.

\* When your bicycle is stolen, visit the nearest police box or police station to file a claim, taking your Bicycle Registry Receipt with you.

**Kyoto Prefectural Council for Bicycle Registry Promotion 361-2090**

**Kyoto Prefectural Police Headquarters (Kyoto-fu Keisatsu Honbu ) ☎ 451-9111**

### **3-2 Cars and Motorbikes**

\* Cars and motorbikes must run on the left side of the road. You must fasten your seatbelt while driving in a car and wear a helmet when riding on a motorbike.

\* Children under 6 years old must use a child seat in the car.

\* **The law prohibits drunk driving as well as driving while talking or texting on mobile devices. (Those who violate this rule are subject to punishment).**

\* The law requires privately owned cars to be inspected once every 1-3 years and car owners to enroll in an insurance for accidents, which costs some regular fees.

### **◆International Driver's License**

If you obtained the **international driver's license** before coming to Japan, you are able to use it in Japan without making any further applications. **However, the license is valid only for one year after your arrival in Japan, regardless of the expiration date described on your license.**

\* **The international driver's licenses issued in countries that have not signed the "Convention on Road Traffic" (Geneva Convention) are not valid in Japan.**

\* **If you have registered a residence in Japan and obtained an International Driver's License in another country, you cannot use it in Japan unless you stay in the country for more than 3 months.**

\* In order to drive a scooter, you need "A" in the section of "the vehicle(s) you are able to drive" on the international driver's license.

### **◆How to Convert a Driver's License from Another Country into Japanese Driver's**

## License

If you have brought your national driver's license to Japan, you may convert it to a Japanese one **at the driver's license examination center** (*Unten Menkyo Shikenjo*).

**\* If you have a valid driver's license issued either in Switzerland, Germany, France, Belgium, Taiwan, Monaco, Estonia and have a Japanese translation issued by your Consulate, Embassy or JAF, you may use it for one year after your arrival in Japan or until the indicated valid date.**

**For further information, inquire at Driver's License Section of Kyoto Prefectural Police Headquarters** (*Kyoto-fu Keisatsu Honbu Unten Menkyo Shiken-ka*)

**☎ 631-5181, Ext. 222 or 223, Mon. – Fri. 16:00 -17:00 by appointment only**

### <Conditions>

- ① Your driver's license must be valid (Your license has not expired).
- ② A document to prove that you have stayed more than 3 months in the country you obtained the driver's license.
- ③ You live within Kyoto Prefecture.

### <Items Required to Obtain Japanese Driver's License>

- ① Your driver's license (Your license has not expired)
- ② Japanese translation of your license  
Please ask your embassy, consulates or **JAF ☎682-6000** for translation.
- ③ Your passport
- ④ Your Resident Card
- ⑤ 1 portrait photograph (3x2.4cm)
- ⑥ Your Certificate of Residence
- ⑦ Handling charge

### ◆ If you have a Japanese **Driver's License**?

\* The validity date of Japanese driver's license is written on the license card.

\* Renewal of your license must be completed 1 month prior or 1 month after your

birthday. Submit your driver's license and a renewal fee of 3,000- 3,850 yen.

(The fee varies according to your record of violations).

### ◆How to Obtain a Driver's License in Japan (in the case of Kyoto Prefecture)

\* In principle, the knowledge test and driving skills test are conducted in Japanese. However, **English, Chinese, and Tagalog versions are available for the knowledge test. (Only English version is available for scooter driving skills test.)**

\* In order to pass the test, you must study the Japanese traffic rules and regulations.

\* In Japan, driver's licenses for automobiles are issued to those who are 18 years old and above. Driver's licenses for motorcycle are issued to those who are 16 years old and above (For motorcycles 400cc and above, you must be 18 or older). If you are younger than the above ages, a driver's license will not be issued.

\* If you would like to take the knowledge test in English, Chinese, or Tagalog, please ask the person in charge.

**For further detail, inquire at Driver's License Section of Kyoto Prefectural Police Headquarters (Kyoto-fu Keisatsu Honbu Unten Menkyo Shiken-ka) ☎631-5181**

647 Furukawa-cho, Hazukashi, Fushimi-ku, Kyoto

Registration for the test: Mon. – Fri. 8:30 - 9:15 am

📄 Kyoto Prefectural Police Website (in English)

<http://www.pref.kyoto.jp/fukei/foreign/english.html>

## 3-3 Access to Kansai International Airport

### ◆How to Get to Kansai International Airport

Type of transportation	Starting points	Required time
JR limited express "Haruka"	JR Kyoto Station	75 min.
JR Kanku Rapid Service	JR Osaka Station, JR Kyobashi Station	Approx. 2 hours
Kansai Airport Limousine Bus	JR Kyoto Station Hachijo-guchi, JR Nijo station, Sanjo-Keihan,	Approx. 105 minutes

<b>Reservation center</b> ☎682-4400	Shijo-Omiya, Demachiyamagi	
Limousine taxi	<b>MK Skygate shuttle service</b> ☎778-5489 <b>Yasaka Airport shuttle service</b> ☎803-4800	

◆ **For Flight Information, call**

Limousine Bus Center ☎072-461-1374 (Open 7:00-21:00)

Kansai Airport Information Center ☎072-455-2500 (Open 24 hours)

**3-4 Public Transportation (subways, trains, busses)**

**Subway**

The subway is managed by Kyoto City. There are two lines; Karasuma Line & Tozai Line. The Karasuma Line runs through the city from the north to the south, between Takeda Station and Kusaikaikan Station, and the Tozai Line runs from the east to the west between Rokujizo Station to Uzumasa Tenjingawa Station. The fare varies between ¥220 and ¥360, depending on your travel distance. The subway connects with some private railway lines. If you travel beyond a station your ticket covers, you must pay the adjustment amount to your fare at the fare adjustment machine or pay station staff. Smoking is prohibited on trains and at stations.

**JR (Japan Railways)**

JR is the largest railway company in Japan, and covers the whole country. For using limited express service, Green Car, sleeping car or *Shinkansen*, you must pay **extra fees**. JR *Odekekake* Net (JR **West**) <https://www.jr-odekake.net/>

**Other trains**

Destinations	Train companies	Telephone
Osaka	Hankyu Railway (Kyoto Line)	Kyoto

	45 mins. from Kyoto Kawaramachi Sta. to Umeda Sta. by the Rapid Limited Express train (No extra charge for the limited express service)	Kawaramachi Station 211-1052
	Keihan Electric Railway 56 mins. from Demachiyanaagi Sta. to Yodoyabashi Sta. by the limited express train (No extra charge for the limited express service)	Sanjo Station 561-0033
Nara/Ise	Kintetsu Railway (Kinki Nihon Tetsudo) Kintetsu Kyoto Station is located in the south part of JR Kyoto Station premises. (Extra charge is necessary for using the limited express service)	Kyoto Station 691-2560
Arashiyama	Keifuku Electric Railroad	801-2511
	Hankyu Railways	0570-089-500
Kurama/Yase	Eizan Electric Railway (Eizan Dentetsu)	781-5121

## Buses

### (1) City Buses

City bus service is managed by the City of Kyoto. The service allows access to most of the sightseeing spots in Kyoto and the color of the buses is green). Use the rear door to enter the bus. Press the nearest button to inform the driver that you will get off at the next stop. Exit at the front of the bus, and put the exact fare or a ticket into the fare box located next to the driver. When you use an IC card, touch on the card reader located at the entrance when you get on the bus and touch another reader placed by the fare box with your card. For other types of card, put your card through the card reader when you get off. (Some buses ask passengers to pay the fare when they get on board from the front door and get off from the rear door.)

### ◆Fares

\* **Within the flat fare zone, a flat fare of ¥ 230 is charged.**

\* **Outside of the flat fare zone, bus fares vary according to the distance.** In these areas,

take a numbered ticket from the machine at the rear door when you get on the bus. Find your fare on the fare table located above the front windshield of the bus and then put the exact fare and the distance number ticket into the fare box. When you use an IC card, touch on the card reader near the fare box with your card at the start and the end of your journey.

\* Bus fare for children over 6 under 12 years old is half of the adult fare. The fare for children under 6 years old who are accompanied by an adult (father, mother, guardian etc.) is free of charge.

\* If you do not have any change, please obtain it in advance by using the changing machine located beside the driver.

### ◆Route Maps

City bus service is operated until around 10:00 p.m.

\* English, Chinese, and Korean Bus Maps are available at City Bus Information Centers and subway stations.

Kyoto City Transportation Bureau      ☎ 863-5200      <http://www.city.kyoto.jp/kotsu/>

### (2) Other Bus Companies

- |   |                  |
|---|------------------|
| <b>Kyoto Bus (for northern Kyoto, Sagano/Arashiyama area)</b>   | <b>☎871-7521</b> |
| <b>Keihan Bus (for eastern and southern Kyoto, Shiga Pref.)</b> | <b>☎682-2310</b> |
| <b>JR Bus (for northern Kyoto)</b>                              | <b>☎672-2851</b> |
| <b>Kintetsu Bus (for southern Kyoto)</b>                        | <b>☎612-2060</b> |
| <b>Hankyu Bus (for Muko City)</b>                               | <b>☎921-0160</b> |

### ◆Discount Tickets

Some discount tickets are available for trains and buses. For further information, ask the Kyoto City Transportation Bureau and other train companies.

Type	Contents of service
Coupon tickets ( <i>kaisuken</i> )	Book of tickets for use within a fixed area, each ticket is cheaper than the normal price.
Commuter pass ( <i>teikiken</i> )	Unlimited use within a fixed period and along a fixed route.
Student discount pass and tickets	You can buy a student discount pass by submitting a student discount certificate issued from your school. When you travel a



<i>(gakusei waribiki)</i>	distance of more than 100 km by JR, you can also use a student discount service by submitting the student discount certificate.
One day pass <i>(ichinichi joshaken)</i>	Unlimited rides for one day
Two day pass <i>(futsuka joshaken)</i>	Unlimited rides for two days
Traffica Kyo card	This card is accepted at all City Subway Stations and on all City Busses. You can get the card at subway ticket vending machines and at bus ticket offices. Insert this card directly into subway ticket gates.

### ◆IC Cards for Convenient Travel

Instead of purchasing train or bus tickets, you can use IC cards, such as ICOCA and PiTaPa, for travelling with most railways and bus companies nationwide.

### 3-5 Taxis

Taxis have three sizes: small, medium and large. The fares vary according on the size of the taxi. The name of the taxi company is displayed on the lamp on the roof of the taxi. In Japan, opening and closing of the rear doors of taxis are mechanically operated by the driver.

### ◆How to Catch a Taxi

- \* Raise your hand to passing taxis to indicate that you would like a ride. Taxis have a display lamp indicating occupancy; an empty cab will stop for you.
- \* It is easier to catch a taxi at a taxi stand near stations and on main streets.
- \* You can call a taxi company to request one sent directly to your location.

### ◆Taxi Fare

- \* The fare is indicated on the meter located on the panel to the lower left of the driver. Check when you get into a taxi.
- \* **Night fares between 11:00pm and 5:00am are higher than the normal fare, due to a late-night surcharge.** The fare system varies from company to company.

## 4. Community and Communication

### 4-1 Japanese Customs and National Holidays

#### ◆Daily Life and Customs

- Take off your shoes at the entranceway to homes. Do not wear slippers on tatami mats.
- At the public bath houses and hot springs, wash before entering the bath or bathtub. Do not use towels or soap in the bathtub, because bathwater is not changed after each user.
- People often greet each other with a bow, not with a handshake.
- In concluding agreements, people use seals instead of signatures.
- The word “*Agaru*” in addresses in Kyoto means that the address is on the north of an intersection and “*Sagaru*” is on the south.
- According to Japanese law, drinking alcohol and smoking tobacco is prohibited for those who under 20 years old.

#### ◆Shopping

- 8% - 10 % consumption tax is included in the prices of goods.
- Except a few retail stores, the prices of goods are fixed and not open to negotiation.
- There is **no tipping custom** in Japan.

#### ◆National Holidays in Japan

- All government offices and many businesses are closed from December 29 to January 3.
- From the end of April to the first week of May, there are several National Holidays and this period is known as “Golden Week.” During this period, most businesses and some shops are closed.
- Many businesses and stores are closed during the Obon holiday period (a Buddhist

festival) which is mainly from August 13 to 16.

#### <National Holidays in Japan>

New Year's day ( <i>Ganjitsu</i> )	January 1	Children's Day ( <i>Kodomo-no-hi</i> )	May 5
Coming of Age Day ( <i>Seijin-no-hi</i> )	Second Monday in Jan	Marine Day ( <i>Umi-no-hi</i> )	Third Monday in July
National Foundation Day ( <i>Kenkou-kinenbi</i> )	February 11	Mountain Day ( <i>Yama-no-hi</i> )	August 11
Emperor's Birthday ( <i>Tenno-tanjobi</i> )	February 23	Respect for the Aged Day ( <i>Keiro-no-hi</i> )	Third Monday in September
Vernal Equinox Day ( <i>Shunbun-no-hi</i> )	Around March 21	Autumnal Equinox Day ( <i>Shunbun-no-hi</i> )	Around Sept 23
Showa Day ( <i>Showa-no-hi</i> )	April 29	Sports Day	Second Monday in October
Constitution Memorial Day ( <i>Kenpo-kinenbi</i> )	May 3	Culture Day ( <i>Bunka-no-hi</i> )	November 3
Greenery Day ( <i>Midori-no-hi</i> )	May 4	Labor Thanksgiving Day ( <i>Kinro-kansha-no-hi</i> )	November 23

## 4-2 Japanese Classes

### ◆ Japanese Lessons at the *kokoka* Kyoto International Community House

#### ① Japanese Classes

Japanese classes taught by volunteers registered with the Kyoto City International Foundation. All students regardless of their level can join a class at any time. Purchase a ticket (¥100 per lesson). No advanced reservations are required. Classes are offered from Tuesday to Sunday.

#### ② Easy Japanese

This class aims at helping non-native Japanese speakers become accustomed to the life in Kyoto quickly. There are two courses, an introductory level and elementary level.

Each course consists of 12 consecutive lessons over three months. Lessons are held once a week. During the summer season, the lessons are held twice a week for one and half months. Tuition is required.

\* *kokoka* Kyoto International Community House accepts applications.

### ◆Other Japanese Classes in Kyoto

#### “Japanese Classes for International Residents” held by

**Kyoto Prefectural International Center** ☎ 342-5000

Address: B1F Mielparque Kyoto, 676-13 Higashishiokoji-cho,  
Higashito-in-dori-shiokoji-sagaru, Shimogyo-ku

Time and dates: (1) Saturday course: once a week  
(2) Monday/Thursday course: twice a week

\*Both courses are held from 10:30 to 12:45

Fees: (1) ¥4,000 /10 times (2) ¥6,000/ 20 times

<https://www.kpic.or.jp/nihongo/kyoshitsu.html>

#### “Japanese Lessons taught by Volunteers” held by

**Kyoto International Cultural Association (KICA)** ☎ 751-8958

Venue: *kokoka* Kyoto International Community House, 3F

Time and Dates: Private lessons available 10:00 – 20:00

Fees: ¥500 for a 90min lesson, ¥1,000 initial membership fee

<http://kicainc.jp/classroom/volunteer2012.html>

#### “RAKU-RAKU” held by Kyoto YWCA ☎ 431-0351

Address: 44 Konoe-cho, Muromachi-Demizu-agaru, Kamigyo-ku

Time and Dates: Mon-Sat. one 1hr 30mins class a week.

\*Please consult the office because the lessons are offered for groups of different levels.

Fees: ¥2,600/4 times a month (plus textbook fees)

<http://kyoto.ywca.or.jp/multicultural/>

**Fushimi Youth Center** ☎ 611-4910

Venue: Fushimi Ward Office 4F (39-2 Takajo-cho, Fushimi-ku)

Time and Dates: Sat. 10:00-11:30

Fees: ¥2,000 ticket for 10 lessons

<http://ys-kyoto.org/fushimi/japanese-lesson/>

**Nihongo-kukan Kyoto** ☎ 352-0780

Address: 1F Royal Terrace Kaoru, 24 Yabushita-cho, Matsubara-dori Nishinoto-in  
Higashi-iru, Shimogyo-ku

Time and Dates: Mon.-Thu. One 90 mins lesson a week

Please contact the office at [jskkyoto@yahoo.co.jp](mailto:jskkyoto@yahoo.co.jp) for the schedule  
because the lessons are offered in groups of different levels.

Fee: ¥1,200 / 90 mins (The fee for one class only costs ¥1,500)

<http://j-space.sakura.ne.jp/wp2/>

**Tachibana Club** ☎ 593-4911

Venue: Yamashina Youth Action Center, Meeting Room

Time and Date: Thu. 18:30-20:30

Fee: ¥200/ 1 time

<http://tachibanaclub-2nd-season.blogspot.jp/>

**◆List of Japanese Language schools and universities which provide Japanese language classes**

Name	Address	Telephone
Kyoto University of Foreign Studies (Kyoto Gaikokugo Daigaku)	<a href="https://www.kufs.ac.jp/">https://www.kufs.ac.jp/</a>	322-6043
Ryukoku University(Ryukoku Daigaku)	<a href="https://www.ryukoku.ac.jp/">https://www.ryukoku.ac.jp/</a>	645-7898

Doshisha University Center for Japanese Language and Culture	<a href="https://cjlcdoshisha.ac.jp/">https://cjlcdoshisha.ac.jp/</a>	251-3240
ARC Academy Kyoto School	<a href="http://japanese.arc-academy.co.jp/">http://japanese.arc-academy.co.jp/</a>	353-7566
Kyoshin Language Academy Kyoto Chuo School	<a href="https://www.kla.ac.jp/school/kyotochuo/">https://www.kla.ac.jp/school/kyotochuo/</a>	352-0695
Academy of Kansai Language School	<a href="http://www.kansaigogen.com/index.html">http://www.kansaigogen.com/index.html</a>	647-1000
Kyoto International Academy	<a href="http://www.kia-ac.jp/">http://www.kia-ac.jp/</a>	466-4881
Kyoto Japanese Language Training Center (Kyoto Computer Gakuin)	<a href="http://www.kjltc.jp/">http://www.kjltc.jp/</a>	751-1121
The Kyoto Center for Japanese Linguistic Studies, The Kyoto Japanese Language School (Kyoto Nihongo Kyoiku Center Kyoto Nihongo Gakko)	<a href="http://kjl.or.jp/">http://kjl.or.jp/</a>	414-0449
Kyoto Institute of Culture and Language (Kyoto Bunka Nihongo Gakko)	<a href="http://www.kicl.ac.jp/jp/">http://www.kicl.ac.jp/jp/</a>	722-5066
Kyoto Minsai Japanese Language School (Kyoto Minsai Nihongo Gakko)	<a href="http://www.kyotominsai.co.jp/">http://www.kyotominsai.co.jp/</a>	316-0190
Kyoto Reigaku International Academy (Kyoto Reigaku Kokusai Gakuin)	<a href="http://reigaku.jp/">http://reigaku.jp/</a>	602-0339
The Kyoto YMCA, Japanese Language Courses (Kyoto YMCA Nihongo-ka)	<a href="http://www.kyotoymca.or.jp/language/japanese/">http://www.kyotoymca.or.jp/language/japanese/</a>	255-3287
JCL Foreign Language Academy (JCL Gaikokugo Gakuin)	<a href="http://www.group-jcl.com/">http://www.group-jcl.com/</a>	644-1717
Nihongo Center	<a href="https://nihongo-center.com/">https://nihongo-center.com/</a>	344-3776
Kyoto Shugetsu Gakuen		603-5099

Katsugaku Syoin	<a href="http://katugaku.com/shoin/">http://katugaku.com/shoin/</a>	812-8682
Rakuhoku Nihongo Gakuen	<a href="https://rakuhokunihongogakuen.jimdo.com/">https://rakuhokunihongogakuen.jimdo.com/</a>	722-0722
Japan International Language Academy (Nihon Kokusai Gogaku Academy)	<a href="https://j-ila.com/">https://j-ila.com/</a>	284-1192
YIC Kyoto Japanese Academy	<a href="http://www.yic-kyoto.ac.jp/japanese/">http://www.yic-kyoto.ac.jp/japanese/</a>	371-9007
ISI Language School Kyoto Campus	<a href="http://www.isi-education.com/ja/location/kyoto/">http://www.isi-education.com/ja/location/kyoto/</a>	803-6120

## 5 .Tax and Insurance

### 5-1 Main Types of Taxation

Like Japanese citizens, all international residents must pay taxes. There are two major tax groups, one is national taxes, and the other is local (Municipal and Prefectural) taxes.

National taxes: Income tax, Alcohol tax, Consumption tax, etc.

Local taxes: Municipal and Prefectural Inhabitant tax, Light Vehicle tax, etc.

#### Income tax (National)

The national government imposes a tax on individuals' income. It is calculated from your annual income by deducting allowances from it and multiplying it by the tax rate. If you are employed by a company, your income tax is automatically deducted from your paycheck monthly.

#### Consumption tax (Including local consumption tax)

8-10% consumption tax is imposed on the purchase of all products and services. Consumption tax included in prices are called **Uchizei** (内税) and one not included in prices are called **Sotozei** (外税).

## **Inhabitant tax (Municipal and Prefectural tax)**

It is a local tax that is imposed by the local government, where you register your residence as of January 1, on the basis of your previous year's income.

## **Automobile Taxes**

The term "automobile" includes cars, trucks and buses, etc. Those taxes include Automobile tax (*Jidosha-zei*), Vehicle Weight tax (*Jidosha-Juryo-zei*) and Consumption tax. Automobile Tax is imposed on those who own a car as of April 1, every year. Vehicle Weight tax must be paid at the time when the automobile is inspected.

## **Light Vehicle Tax (Municipal Tax)**

Those who own a motor vehicle classified as a light vehicle as of April 1, must pay the Light Vehicle Tax every year. Light vehicles include any light weight cars, motorcycles, scooters, motorized bicycles, etc.

## **Fixed Assets Tax (Including City Planning Tax)**

This is a municipal tax imposed for lands and houses.

### **◆What is Year-end Adjustment (*Nenmatsu-chosei*)? (For Those who Work at a Company)**

Every month, a fixed amount of income tax is deducted from your salary. The total of these monthly deductions and the proper amount of income tax you are required to pay may not be the same. Year-end Adjustment is a process that allows an adjustment if there is any difference between these two amounts. The adjustment is made by your employer.

### **◆What is *Kakutei-shinkoku* or Filing an Income Tax Return? (For Self-employed persons, part-time workers, etc.)**

In this system, you calculate your income tax by yourself based on your annual earnings from January 1 to December 31. You must file your income tax return for the previous



year between February 16 and March 15 at the tax office for your residence area. When you pay your income tax according to the calculation, you must pay it to the tax office. The English version of the income tax return form is available at the local tax office, and can be downloaded from the website of National Tax Agency.

<http://www.nta.go.jp/>

## 5-2 Main Types of Insurance

### ◆ Social Insurance System

The social insurance system is public insurance system to guarantee your life. In Japan, there are 5 types of social insurance: medical, pension, worker's compensation, employment, and long-term care insurance. Japanese law requires not only Japanese but also all international residents in Japan to enroll in these insurances depending on an individual's status of residence.

### ■ Those who are Working for Japanese Companies

Those who work 30 hours and more in a week at companies, which take part in the social insurance system, must enroll in it.

#### ① Medical Insurance (*Kenko hoken*)

After you are employed, your company will give you a health insurance card (*Kenko-hoken-sho*), which has your name and birthday is written on it. Please inform your company in cases of illness, injury, childbirth, or death. If you use your health insurance card when receiving medical treatment, usually you will only have to pay 30% of the medical cost. The insurance premium is deducted from your salary monthly.

#### ② Employee Pension Insurance (*Kosei nenkin hoken*)

After being employed, you are required to enroll in the Employee Pension Insurance (*Kosei nenkin hoken*). Your company should be informed immediately when you reach the age for senior citizens, become disabled, or upon your death by your next of kin. The pension premium is deducted from your salary monthly.

#### ③ Long-term Care Insurance

People between the ages of 40 to 64 years old must enroll in this insurance. When you become 65 years old or above, become bedridden to receive daily care for daily life functions such as bathing, eating and elimination, as well as support in household chores and dressing, you can receive the above services through your Long-term Care Insurance. The fee of the services varies according to your income and age. Long-term Care Insurance premiums are deducted from your salary together with the premium of your health insurance monthly.

#### ④ Worker's Compensation Insurance

If sustain an injury or contract a disease at your workplace or during your commute to your workplace, you will receive compensation for your medical fees and time off of work. In the case of death, compensation will be provided to the family. The report aforesaid should be made to the company immediately. The premium for the insurance is paid by your employer. This system covers all workers including international workers.

☞ **Labor Standard Inspection Offices that covers your company area**

#### ⑤ Employment Insurance

Employment Insurance is for times you are unemployed, either because you left your work or were fired; the insurance provides for daily living expenses as you search for new employment. Your company may complete the necessary procedures for employment insurance for the employees who have worked for a company over a fixed period for 20 hours or more per week. A part of the employment insurance premium is deducted from your salary, and the rest is covered by your employer. You do not need to pay your premiums by yourself.

In order to receive the unemployment benefits, you must show you are actively searching for new employment and must be healthy enough to work. In principle, in order to be eligible to receive benefits, you must have been enrolled in Employment Insurance for a certain period of time. The amount received is calculated on the basis of one's salary and the length of employment. The payment date and the period of payment differ depending on whether you voluntarily left your job, or you were fired. Therefore be careful if you would like to leave your job.

## ■ Those who are Not Covered by the Social Insurance by Employers

You must enroll in the National Health Insurance System (except for the people who are on welfare), National Pension System, and Long-term Care Insurance (if you are between 40-64 years old) by yourself.

☞ For further information see pg.49 2-2 “National Health Insurance” and pg.57 2-3 “National Pension System”.

\* If you are married to a person who is employed by a company and enrolled in the social insurance covered by the company, and your annual income is less than ¥1,300,000, contact your husband/wife’s company to enroll yourself as dependent in the insurance. Medical insurance premiums as well as pension premiums for dependents shall not be paid separately.

## IV Facilities

### 1. Municipal Offices

Name	Telephone
Kyoto City Hall (Kyoto Shiyakusho) <a href="http://www.city.kyoto.lg.jp">http://www.city.kyoto.lg.jp</a>	222-3111
Kyoto City International Relations Office (Kyoto-shi Kokusaika Suishin-shitsu) <a href="http://www.city.kyoto.lg.jp/sogo/soshiki/2-10-0-0-0.html">http://www.city.kyoto.lg.jp/sogo/soshiki/2-10-0-0-0.html</a>	222-3072
Kyoto Prefectural Government (Kyoto Fucho) <a href="http://www.pref.kyoto.jp/">http://www.pref.kyoto.jp/</a>	451-8111
Kyoto Prefectural Office International Division (Kyoto-fu Kokusaika) <a href="http://www.pref.kyoto.jp/kokusai">http://www.pref.kyoto.jp/kokusai</a>	414-4311

### Ward Offices/Branch Ward Offices, Public Health & Welfare Centers

Ward/Branch Office	Telephone
Kita Ward <a href="http://www.city.kyoto.jp/kita/">http://www.city.kyoto.jp/kita/</a>	432-1181
Kamigyo Ward <a href="http://www.city.kyoto.jp/kamigyo/">http://www.city.kyoto.jp/kamigyo/</a>	441-0111
Sakyo Ward <a href="http://www.city.kyoto.jp/sakyo/">http://www.city.kyoto.jp/sakyo/</a>	702-1000
Nakagyo Ward <a href="http://www.city.kyoto.jp/nakagyo/">http://www.city.kyoto.jp/nakagyo/</a>	812-0061
Higashiyama Ward <a href="http://www.city.kyoto.jp/higasiyama/">http://www.city.kyoto.jp/higasiyama/</a>	561-1191
Yamashina Ward <a href="http://www.city.kyoto.jp/yamasina/">http://www.city.kyoto.jp/yamasina/</a>	592-3050
Shimogyo Ward <a href="http://www.city.kyoto.jp/shimogyo/">http://www.city.kyoto.jp/shimogyo/</a>	371-7101
Minami Ward <a href="http://www.city.kyoto.jp/minami/">http://www.city.kyoto.jp/minami/</a>	681-3111
Ukyo Ward <a href="http://www.city.kyoto.jp/ukyo/">http://www.city.kyoto.jp/ukyo/</a>	861-1101
<b>Keihoku Sub Branch Office</b>	852-0300
Nishikyo Ward <a href="http://www.city.kyoto.jp/nisikyo/">http://www.city.kyoto.jp/nisikyo/</a>	381-7121
Rakusai Branch	332-8111
Fushimi Ward <a href="http://www.city.kyoto.jp/fushimi/">http://www.city.kyoto.jp/fushimi/</a>	611-1101
Fukakusa Branch	642-3101
Daigo Branch	571-0003

### Pension Office (*Nenkin Jimusho*)

Pension offices reissue a pension book, pension certificate, and receive notifications related to health insurance, employee's pension, collect insurance fees, and provide consultations on pension services.

Name	Telephone
Kamigyō Pension Office	415-1165
Nakagyō Pension Office	251-1165
Shimogyō Pension Office	341-1165
Kyoto-minami Pension Office	644-1165
Kyoto-nishi Pension Office	323-1170
Pension Consultation Center Kyoto Office*	382-2606

※ Consultation services are provided in person at the office (not available on the phone). Reissuing a pension certificate/transfer notification is not available.

## 2. International Information and Resources

### International Cultural Organizations

Name	Address	Telephone
Institut Français Japon-Kansai (French Consulate General in Kyoto) <a href="http://www.institutfrancais.jp/kansai/">http://www.institutfrancais.jp/kansai/</a>	8Yoshida Izumiden-cho, Sakyo-ku	761-2105
Goethe-Institut Villa Kamogawa <a href="http://www.goethe.de/villa-kamogawa">www.goethe.de/villa-kamogawa</a>	19-3 Yoshida Kawaramachi-cho, Sakyo-ku	761-2188
Centro Culturale Italo Giapponese <a href="http://italiakaikan.jp/">http://italiakaikan.jp/</a>	4F, 4 Yoshida Ushinomiya-cho, Sakyo-ku	761-4356
Islamic Culture Center <a href="http://www.islamjapan.net/ibc/index.html">http://www.islamjapan.net/ibc/index.html</a>	1F Riverside Kojin-guchi, Kojin- guchi agaru Higashi-iru , Kawaramachi-dori, Kamigyō-ku	231-3499

Kansai American Center <a href="http://jp.usembassy.gov/ja/education-culture-ja/kansai-american-center-ja/">http://jp.usembassy.gov/ja/education-culture-ja/kansai-american-center-ja/</a>	American Consulate General 2-11-5 Nishitenma, Kita-ku, Osaka	06-6315-5965
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### ◆Message Boards for Living Information

Message boards provide useful information for daily life, such as opportunities to make new friends, to sell and buy things, to learn foreign languages, and to search for a room to rent. They also may provide information on various events in Kyoto. Message boards are available at the following places.

*Kokoka* Kyoto International Community House ☎752-3511

Kyoto YMCA ☎431-0351

Kyoto Prefectural International Center ☎342-5000

## 4. Culture, Sports Facilities, Parks

**Libraries** <http://www.kyotocitylib.jp/>

Name	Address	Telephone
kokoka Kyoto International Community House Library/ Reference Room	2-1 Torii-cho, Awataguchi, Sakyo-ku	752-1187
Kyoto Prefectural Library	9 Okazaki Seisyouji-cho, Sakyo-ku	762-4655
Kyoto City Chuo Library	9-2 Matsushita-cho, Jurakumawari, Nakagyo-ku	802-3133
Kyoto City Ukyo Chuo Library	3F SANSA Ukyo, 12 Shimokeibu-cho, Uzumasa, Ukyo-ku	871-5336
Kyoto City Fushimi Chuo Library	659-1 Imamachi, Fushimi-ku	622-6700
Kyoto City Daigo Chuo Library	4F Paseo-Daigoro Nishikan, 30-1 Daigo Takahata-cho, Fushimi-ku	575-2584

Kyoto City Kita Library	2F Kita Godo Fukushi Center, 44-1 Unrin-in-cho, Murasakino, Kita-ku	492-8810
Kyoto City Sakyo Library	2F Sakyo-ward Godo Fukushi Center, 5 Nishihiraki-cho, Takano, Sakyo-ku	722-4032
Kyoto City Iwakura Library	16 Iwakura Shimozaichi-cho, Sakyo-ku	702-8510
Kyoto City Higashiyama Library	2F Higashiyama Ward Sogo Chosha South Bldg,, 130-8 Kiyomizu5-chome, Higashiyama-ku	541-5455
Kyoto City Yamashina Library	4F Yamashina Godo Fukushi Center, 34-1 Shichono-cho Takehana, Yamashina-ku	581-0503
Kyoto City Shimogyo Library	4F Shimogyo Shutoku Fureai Fukushi Kaikan, 110-1 Tominaga-cho, Shinmachi-dori Matsubara-dori sagaru, Shimogyo-ku	351-8196
Kyoto City Minami Library	5-5 Minamisanno-cho Higashikujo, Minami-ku	691-6888
Kyoto City Kissho-in Library	1F Tounan High School, East Bldg, 1 Kisshoin Ikeda-cho, Minami-ku	681-1281
Kyoto City Kuze Fureai Center Library	1F Kuze Fureai Center, 328 Kuze Tsukiyama-cho, Minami-ku	931-0035
Kyoto City Nishikyo Library	20-3 Yamada Oyoshimi-cho, Nishikyo-ku	392-5558
Kyoto City Rakusai Library	1F Rakusai Sogo Chosha, 1-2 Higashisakaidani-cho 2-chome, Oharano, Nishikyo-ku	333-0577
Kyoto City Mukaijima Library	151-35 Mukaijima Ninomaru-cho, Fushimi-ku	622-7001
Kyoto City Daigo Library	1-2 Ishida Nishinotsubo, Fushimi-ku	572-0700
Kyoto City Koganomori Library	1F Koganomori Lifelong Study Plaza, 216 Koga Azuma-cho, Fushimi-ku	934-2306
Kyoto City Kodomo Mirai-kan Childrearing Library	3F Kodomo Mirai-kan, 601-1 Kusunoki-cho, Ainomachi-dori Takeyamachi sagaru, Nakagyo-ku	254-8181
Kyoto Institute, Library and Archives	1-4 Shimogamo Hangi-cho, Sakyo-ku	723-4831

<p>The United Nations Library  <a href="http://www.kufs.ac.jp/toshokan/kunl/index.html">http://www.kufs.ac.jp/toshokan/kunl/index.html</a></p>	<p>2F Kokusai Koryu Kaikan (9 gokan), Kyoto  University of Foreign Studies, 6 Kasame-cho,  San-in, Ukyo-ku</p>	<p>757-8264</p>
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## Sports Facilities

Name	Address	Facility	Telephone
Kyoto City Nishikyogoku Comprehensive Sports Park	Nishikyogoku Shinmei-cho, Ukyo-ku	Baseball, Athletic field	313-9131
Hannaryz Arena (Kyoto City Gymnasium)		Gymnasium	313-9131
Kyoto Aquarena	Nishikyogoku Tokudaiji Dangoden-cho, Ukyo-ku	Swimming pool, Ice skating rink (winter)	315-4800
Kyoto City Okazaki Park	Okazaki Saishoji-cho, Sakyo-ku	Baseball, Tennis	771-0297
Kyoto City Takaragaike Park Sports Facilities	Matsugasaki Higashiikenouchicho, Sakyo-ku	Tennis, Futsal/ five a-side	712-3300
		Baseball, Field	701-6366
		Gymnasium	746-3222
Kyoto City Budo (Martial Arts) Center	46-2 Shogoin Entomi-cho, Sakyo-ku	Gymnasium, Japanese archery range, Martial arts and sumo facilities	751-1255
Kyoto City Yoko-oji Sports Park	Yoko-oji Shimonotsubo, Fushimi-ku	Baseball, Gymnasium, Western archery range, Field	611-9796
Yamagoe Heated Swimming Pool	Umegahata Mukounochi-cho 27-1, Ukyo-ku	Swimming pool	861-7647
Kyoto City Momoi Youth village	Ohara Momoi-cho, Sakyo-ku	Campground	354-6388
Kyoto City Sai-in Park	Sai-in Yasuzuka-cho, Ukyo-ku	Tennis courts	311-2042



Kyoto City Obatagawa Chuo Park	Oe Higashi-shinbayashi-cho 2-chome, Nishikyo-ku	Baseball, Tennis courts	331-7665
Mukaijima Tennis Court	Mukojima Ninomaru-cho, Fushimi-ku	Tennis courts	601-2244
Kyoto City Chuo Youth Activity Center.	262 Misayama-cho, Higashinoto- in Rokkaku sagaru, Nakagyo-ku	Training gym	231-0640

## Parks

Name	Address	Telephone
Kyoto Prefectural Botanical Garden <a href="http://www.pref.kyoto.jp/plant/index.html">http://www.pref.kyoto.jp/plant/index.html</a>	Shimogamo Hangi-cho, Sakyo-ku	701-0141
Kyoto City Zoological Garden <a href="http://www5.city.kyoto.jp/zoo/">http://www5.city.kyoto.jp/zoo/</a>	Okazaki Park, Okazaki Houshoji-cho, Sakyo- ku	771-0210
Takaragaike Children's Park <a href="http://www.kyoto-ga.jp/kodomonorakuen/">http://www.kyoto-ga.jp/kodomonorakuen/</a>	8 Kamitakano Nagareda-cho, Sakyo-ku	781-3010
Umekoji Park <a href="http://www.kyoto-ga.jp/umekouji/">http://www.kyoto-ga.jp/umekouji/</a>	56-3 Kankiji-cho, Shimogyo-ku	352-2500

## Tourist Information

Name	Address	Languages Available	Telephone
Kyoto Tourist Information Center (Kyoto Navi)	Kyoto Station Bldg., 2F	English Chinese Korean	343-0548
Kyoto City Tourism Association Sanjo Kawaramachi Tourist Information Center	Kyoto Asahi Kaikan, 427 Ebisu-cho, Kawaramachi-sanjo agaru	English	752-1717

- Kyoto City Tourist Association
- Kyoto City Official Travel Guide
- Kyoto Convention & Visitors Bureau
- JGA Tour Guide-Interpreter Search System
- Kyoto Visitor's Guide

<https://www.kyokanko.or.jp/>  
<https://ja.kyoto.travel/>  
<https://meetkyoto.jp/ja/kyoto/>  
<https://www.guidesearch.info/>  
<http://www.kyotoguide.com>

## 4. Hospitals, Clinics and Dentists with Interpretation Services

### (1) Hospitals where Medical Interpreters are Dispatched

Chinese, English, Korean medical interpreters are dispatched to the following hospitals. They interpret reception procedures, consultations of all departments, payment and explanation on medicines for you. The interpretation service is free of charge. Some hospitals require a reservation 5 days prior to your visit. Please make a reservation directly at the hospital.

#### **Kyoto City Hospital** ☎ 311-5311

Address: 1-2 Mibu Higashi-takada-cho, Nakagyo-ku, Kyoto

Nearest station: City Bus stop 'Kyoto Shiritsu Byoin-mae'

Languages	Interpreters Available	Reservation
Chinese	Tue. • Fri. 9:00-11:00	Not necessary
English	Fri. 9:00-11:00	Not necessary
Korean	Tue • Wed • Fri. 9:00-11:00	Necessary

#### **Ijinkai Takeda General Hospital** ☎ 572-6331

Address: 28-1 Ishida Moriminami-cho, Fushimi-ku, Kyoto

Nearest station: Kyoto City Subway Tozai-Line 'Ishida' station

Languages	Interpreters available	Reservation
Chinese	Tue • Fri • Sat. 9:00-12:00	Not necessary
English	Tue • Fri • Sat. 9:00-12:00	Necessary
Korean	Tue • Fri • Sat. 9:00-12:00	Necessary

#### **Koseikai Takeda Hospital** ☎ 361-1351

Address: 841-9 Higashi Shiokoji-cho, Shiokoji-dori Nishinotoin Higahi-iru, Shimogyo-ku, Kyoto

Nearest station: Kyoto City Subway Karasuma-Line 'Kyoto' station

Languages	Interpreters available	Reservation
Chinese	Tue • Fri • Sat. 9:00-12:00	Necessary
English	Tue • Fri • Sat. 9:00-12:00	Necessary
Korean	Tue • Fri • Sat. 9:00-12:00	Necessary

**Kyoto Katsura Hospital** ☎ 391-5811

Address: 17 Yamada Hirao-cho, Nishikyo-ku, Kyoto

Nearest station: Hankyu Kyoto-Line 'Katsura' station, 15 mins by free shuttle bus

Languages	Interpreters available	Reservation
Chinese	Tue • Wed • Fri. 9:00-12:00	Necessary
English	Tue • Wed • Fri. 9:00-12:00	Necessary
Korean	Tue • Wed • Fri. 9:00-12:00	Necessary

**5. Emergency Medical Treatment at Night, and on Weekends and Holidays**

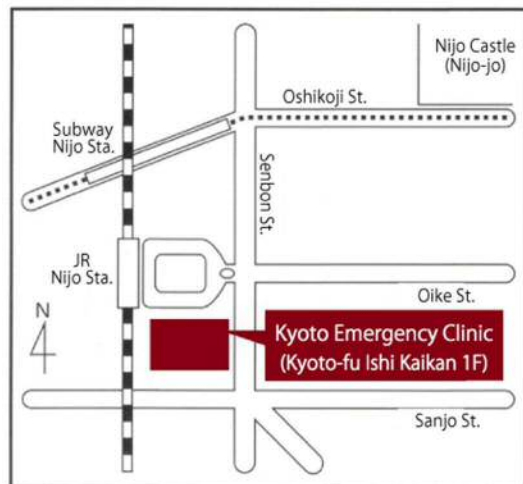
◆ **Kyoto City Emergency Medical Center**

☎ 354-6021

Location: 1F *Kyoto-fu Ishi Kaikan*

6 Nishinokyo Higashi-toganoo-cho,  
Nakagyo-ku, Kyoto

\*located on the south to the JR Nijo Station  
East rotary.



Directions: 2 mins walk from Nijo Station on Subway Tozai Line

Department	Days	Opening Hours
Pediatrics	Weekdays	21:00-24:00
	Saturdays	14:00-17:00

		18:00-8:00 (next day)
	Sundays and Holidays	10:00-17:00
	Aug15 ,16	
	Dec 29 to Jan 3	18:00-24:00
Internal Medicine & Ophthalmology	Saturdays	18:00-22:00
	Sundays and Holidays	10:00-17:00
	Aug15 ,16	18:00-22:00
	Dec 29 to Jan 3	
Otolaryngology	Sundays and Holidays	
	Aug15 ,16	10:00-17:00
	Dec 29 to Jan 3	

※Pediatrics is for children under 15 and Internal Medicine is for people of 15 and over.  
 ※If a Saturday falls either on a holiday or *Obon* (Aug.15-16), consultation is available at the opening hours as written for Sundays, Holidays, and Aug. 15-16. However, pediatrics consultation is available during 24:00 – 08:00 (next day), excluding on New Year Holidays.

### ◆Kyoto City Dental Chuo Clinic for Holidays and Emergencies

☎812-8493

Location: 1F *Kyoto-fu Shikaishi Kai Koko Hoken Center*

1 Nishinokyo Higashi-toganoo-cho,  
Nakagyo-ku, Kyoto

In front of JR Nijo Station

Directions: 2 mins walk from Nijo Station on  
Subway Tozai Line



Department	Days	Opening Hours
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Dentistry	Sundays and Holidays Aug15 ,16 Dec 29 to Jan 4	10:00-17:00
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**Kyoto Prefecture Information Search Engine on Medical Institutions and Medical Information (Kyoto Kenko-iryō Yorozu Net)**

<http://www.mfis.pref.kyoto.lg.jp/ap/qq/men/pwtpmenult01.aspx>

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きょうとしさきょうくあわたくちとりいちょう  
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