

2018 - 2019
Oita JET
Programme
Leavers'
Handbook

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Foreword

Congratulations on finishing your time on the JET Programme! Wherever you may go next in life, be it somewhere else in Japan, to your home country, or to another country altogether, Oita will no doubt always hold a special place in your heart.

With the end in sight, many of you will have started to turn your thoughts towards preparations. Please use this guide to support you throughout the last stretch of your journey as a JET. If you have any further questions, please contact a PA or otherwise refer to the General Information Handbook.

Most of the information in here is a mix of local information, the GIH, the PA Handbook, and materials created by PAs in other prefectures. To be on the safe side, please confirm the information contained in this guide for yourself and be sure to not leave anything until the last minute.

Take care and good luck!



Countdown Checklist



May

- ❑ Start thinking about what you will take back, ship home, sell, give away, and discard from your flat
- ❑ Look at your garbage collection schedule for the next two months (pay special attention to items collected infrequently, such as non-burnables and aerosols)
- ❑ Make a budget for the next few months (your flight home (CO may require you to pay first and be reimbursed), local inhabitant's tax, and other miscellaneous fees that may arise from moving out), as well as your first couple of months after JET
- ❑ Begin cleaning, organising, and sorting work materials for your successor

June

- ❑ Contact your successor (create an information package about your placement)
- ❑ Find a proxy for your tax refund and make sure you know where your pension book is
- ❑ Complete and submit the Tax Representative Form
- ❑ Designate proxies (if need be) for any bills that will arrive after you leave
- ❑ Finalise your return flight with your contracting organisation
- ❑ Start the moving out process (start selling and arranging to ship your things, and inform your landlord of your departure and of your successor's arrival)
- ❑ Begin the paperwork for changing your status of residence (if applicable)

July

- ❑ Gather all of your important documents (statement of earnings, certificate of employment, etc.) and start organising bills and finances for your proxy or supervisor
- ❑ Make sure your contracting organisation has an up-to-date method of getting in contact with you, and vice versa
- ❑ Arrange shut off dates, payments, and closing of accounts with utility and service providers (gas, water, electricity, TV, mobile phone, car insurance, etc.)
- ❑ Sell or dispose of your car
- ❑ Dispose of unwanted furniture or other large items
- ❑ Clean your apartment
- ❑ Arrange to have your mail forwarded at the post office
- ❑ Write your goodbye speech and thank you letters, and start saying goodbyes
- ❑ Sign up for your local JETAA chapter
- ❖ [Contracts end for Group A arrivals]
- ❖ [Group A arrives in Oita on 31st July]

August

- ❖ [Contracts end for Group B arrivals]
- ❖ [Group B arrives in Oita on 7th August]
- ❖ [Contracts end of Group C arrivals]
- ❖ [Group C arrives in Oita on 21st August]

Your Successor

Things to Tell Your Successor

Pre-Departure Information

- What to pack (e.g. clothes, shoes, gifts, personal items)
- What to send separately (e.g. winter clothing)
- What to pack for Tokyo Orientation
- What NOT to pack (e.g. things easily purchased in Japan)



Your Contact Information

- Address, phone number, e-mail for you while you're in Japan
- Address, phone number, e-mail for you once you return home
- Contact information for someone else helpful should you be unreachable

Town/City Information

- How to get to major cities (car vs. public transport)
- Facilities available nearby and how to access them (hospitals, supermarkets, convenience stores, ATMs, train stations, etc.)
- Activities and local events (e.g. clubs, sports, festivals) they can partake in
- Proximity to other JETs

Apartment Information

- Rent and typical utility bills (water/gas/electricity)
- Key money and security deposit (if applicable)
- Supplied furnishings (e.g. air conditioning, refrigerator, bed/futon)
- Apartment information (size, location, parking, garbage collection, etc.)
- Things you would like to sell to your successor

Your Contracting Organisation/Office

- Name, address, and phone number(s)
- Supervisor information (gender, English ability, etc.) and contact details
- Other "go-to" people/English speakers
- Bilingual office seating chart
- How often you are expected to go to your contracting organisation and what for
- Schedule information (when they are expected to arrive/go home, lunch, etc.)
- To whom you should give omiyage and the appropriate time to do so
- What to expect in their first few days/weeks (expected ALT involvement, etc.)
- Dress code (business, sports, formal ceremonies, indoor shoes, etc.)

Your Job

- Name, address, and phone number(s)
- Number of schools (information about base/visit schools)
- Which level(s) you teach
- Level of students, attitudes and language abilities of staff
- Access to/from school(s) and office
- Examples of a typical lesson plan
- School/office activities or extracurriculars that will require involvement
- Self-introduction materials and other useful teaching resources to bring
- Materials you use to teach (e.g. do students have tablets?)
- Lunch (time, whether you eat with your students, etc.)

Things to Leave for Your Successor

These are things that may be helpful to leave in your flat or at your work desk for your successor.

1. A map of the local area, including
 - Nearest supermarket and convenience store
 - Post office
 - Hospital/clinic
 - Bank, ATM
 - Train station/bus stop
 - Other points of interest
2. A list of emergency and work telephone numbers
3. Bus/train timetables (or information on how to access these timetables)
4. Manuals, warranties, and instruction booklets for appliances
5. Explanation for bills (where to pay, who to pay to, contact information for bill company)
6. Lesson plans/worksheets/desk materials so your successor has something to start with



Selling Items to Your Successor

Incoming JETs may not have a firm grasp of typical prices in Japan or used options and may be desperate not to arrive to an empty apartment. It would be fairly easy to take advantage of them, **but please do not do this.**

Be the predecessor you would've wanted.

Here are some tips:

1. Unless you and your successor share a home country, make all exchanges in Japanese yen to avoid exchange rate kerfuffle and unnecessary complications.
2. Describe items honestly. Provide (high quality, colour) photos whenever possible.
3. Be fair about prices. The items are no longer brand new and have depreciated, so do not ask for sticker price and do not attempt to “recoup” the money you spent.
4. If you and your successor have overlapping contract periods, consider waiting until their arrival to begin price negotiation.
5. For larger items (cars, refrigerators, etc.), provide receipts when possible.

Alternatives to Selling Unwanted Items to Your Successor

If your successor is not interested in buying or inheriting an unwanted item of yours, consider one of these alternative options:

- Sell to re-contracting JETs or other Oita residents via Facebook (Oita Peeps): The considerations above apply.
- Sell to second hand stores (recycle shops for home goods, used-clothing stores for clothes).
- Throw them out: See section entitled “Rubbish Disposal” (p.9).

Preparing Your Flat

- Be sure to **tell your successor** if they have any choice besides inheriting your flat, even if it inconveniences you.

You are not obliged to hold their hand through the flat-hunting process, but if there are any specifics that they should be aware of (e.g. your contracting organisation will not serve as a guarantor, your flat must be located within X km of your contracting organisation, etc.) please tell them.

- Be aware of the rubbish collection schedules.

Some things, like non-combustible rubbish or spray bottles, are not collected frequently. There's a good chance you'll wind up generating a lot more rubbish than you realise once you've started cleaning, so **start early** (see p.9).

- Inform your contracting organisation of any damages in your flat, and be prepared to pay for repairs (doors, tatami, etc.).

- **Clean and organise** before you leave.

Depending on your contracting organisation, you may be required to hire a professional cleaner (ハウスクリーニング). Be forewarned: professional cleaning can cost between ¥10,000 - ¥30,000.

If you are being trusted to clean yourself, do your successor a favour and get rid of things your predecessor might have left behind that you didn't want (lesson plans from 1999, CLAIR study materials, etc.). Also be wary of leaving your successor foodstuffs and toiletries out of laziness. When in doubt about an item, just ask your successor if they would like you to leave or get rid of it.



Rubbish Disposal

Use those “non-burnable” days as best as you can for items that are on their last legs.

However, also be aware of items that you may not be able to throw away, such as:

- CRT, LCD, or plasma TVs; refrigerators; freezers; washing machines; AC units
- Tires, gas cylinders, car batteries, paints/paint thinners, waste oil/pesticides
- Dangerous drugs, fire extinguishers, waste matter from home medical equipment; automobiles; bicycles; electric scooters; lithium; watch batteries

Rubbish Collection for Large Items

If it does not fit in a rubbish bag, it cannot be disposed of with normal trash.

You have two options:

1. Arrange for members of the sanitation department to pick it up.

Be sure to call earlier than your preferred collection date. Date/time availability varies depending on the municipality, and applicants may be taken on a first come first serve basis.

2. Make your own arrangements to drop it off at a sanitation centre.

Dropping off your rubbish (持ち込み *mochikomi*) is cheaper than having it picked up (有料収集 *yūryō shūshū*).

Prices and scheduling vary according to municipality, so perhaps ask your supervisor for help contacting your local sanitation centre when disposing of an oversized item.

Your Things

Vehicle Disposal (廃車 *haisha*)

Not only is the improper disposal or abandonment of vehicles illegal, it is extremely bad for the environment.

There are certain procedures that must be followed when getting rid of your vehicle to ensure that you are not liable for anything that happens to the car once you leave (accidents, vehicle tax, etc.).

The easiest way is to go through a **vehicle sales or disposal company**.

Ask your supervisor to put you in touch with a local company, and they will assist with the paperwork and take care of the physical removal of the vehicle, provided you prepare the following:

- Vehicle Inspection Certificate (車検証明書 *shaken shōmeisho*)
- Certificate of Disposal (処分証明書 *shobun shōmeisho*) from the disposal company
- Hanko and proof of registration (印鑑証明書 *inkan shōmeisho*) from your local city hall - must be dated within 3 months of the date you complete the car disposal paperwork
- Front and rear number plates
- Letter of attorney (委任状 *ininjō*) if you are authorising the disposal company to take care of the paperwork - also available from the disposal company
- Automobile tax certificate - usually issued in April

Disposal fees vary depending on the size of the vehicle.

To dispose of the vehicle **yourself**, prepare 1-4 from the list above.

The Certificate of Disposal (処分証明書 *shobun shōmeisho*) can be attained from your local Land and Transportation Office (陸運事務所 *rikuun jimusho*).

What to do:

1. Find a salvage yard (解体処理所 *kaitaishorijo*) willing to take your car.
2. Fill out the required paperwork and pay a small fee.
3. You will receive your license plates back after your car has been taken. Take your plates to the Land and Transportation Office.
4. You are eligible for a tax refund. If you have left the country, set up a proxy to receive the refund and remit it for you.

Your Things

Selling Your Car

Selling to a dealership

Take the car to a dealer and see how much you can get for it. If you accept their offer, they will handle the paperwork and guide you on what to do next.

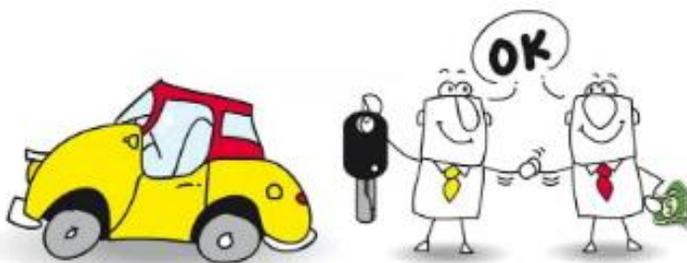
Selling to an individual

Unfortunately, selling your car is not as simple as handing it over to the buyer.

There are a number of necessary procedures when transferring ownership of your car to a third party in Japan (名義変更 *meigi henkō*) to alert the appropriate authorities and officially re-register the car and compulsory automobile liability insurance policy under the new owner's name. There are TWO WAYS to do this:

1. Enlist the services of a dealer

For a fee of approximately ¥ 15,000 - ¥ 30,000, a car dealer will assist you in procuring and submitting all of the necessary documents.



Your Things

2. Do it yourself

Without the help of a dealer, the seller and buyer must prepare the following documents:

Seller

- Receipt of Automobile Tax (自動車税納付証明書 *jidōshazei nōfu shōmeisho*)
- Compulsory Automobile Liability Insurance Certificate (自賠責保険証 *jibaiseki hokenshō*)
- Car Registration Certificate (車検証 *shakenshō*)
- Hanko and proof of registration (印鑑証明書 *inkan shōmeisho*) dated within 3 months of transfer application
- Residence Record (住民票 *juminhyō*)



Buyer

- Hanko and proof of registration (印鑑 *inkan shōmeisho*) dated within 3 months of transfer application
- Residence Record (住民票 *juminhyō*)
- For white plate cars: a Certification of Parking Space (車庫証明書 *shako shōmeisho*)

Take these documents to your local Land Transportation Office (陸運事務所 *rikuun jimusho*), where you will be asked to fill out several documents (in Japanese, so it may be wise to find a willing Japanese friend to assist you). The process will take around 10 days to complete for white plates and around 1 day to complete for yellow plates.

It will take time and money to attain these documents, so if you are opting to do it without a car dealer be sure to budget for it and give yourself plenty of time.

If either the buyer or seller is not present at the Land Transportation Office on the day of transferring ownership, a letter of authorisation (委任状 *ininjō*) must be provided.

Here is a printable PDF copy of the form:
<http://car.naru2-shop.com/ininjouprint.pdf>

Sending Things Home

International flights typically have baggage allowances of 20 kg (aside from flights to/from the US with a typical limit of 2 checked bags per passenger and a 50 lb limit per checked bag), and excess baggage can be very pricey.

So for those items that you cannot physically carry but that you are not yet ready to part with, sending them to your new residence or home country is probably the most cost-effective solution.

Shipping things internationally can also be pricey, so be sure to consider all of the available options; which option is best for you depends primarily on the contents of what you want to ship.



Japan Postal Service

Usually the best and cheapest option for those who do not have that much to send. Also offers a discounted rate for sending books and other printed materials.



Private Shipping Services

Worth considering for those sending many items, or bulky, dense, fragile, or odd-shaped items.



Takkyūbin (宅急便) Service

An affordable, convenient option for those unable to carry their luggage to the airport.

Compare shipping rates for various companies at:
<http://www.shipping.jp/en>

Your Things

Japan Postal Service



There are two different categories: **parcel post** and **printed materials**.

Parcel Post (小包郵便 *kozutsumi yūbin*)

There are four shipping options to choose from:

Surface Mail: the cheapest, but slowest option (up to 2-3 months). Worth considering for those with many items to send.

Airmail: regular airmail, which takes on average about one week.

Express Mail Service (EMS): the priority airmail service of the post office. Faster than regular airmail (on average 2-4 days) and comparable prices, so be sure to get price quotes for both.

Economy Air (SAL): more expensive than surface mail, but less expensive than airmail. Delivery time is on average 2-5 weeks, depending on the country.

Printed Materials

Due to the dense nature of printed materials, it can be costly to ship your literary collection internationally. The Japan Postal Service offers a special rate for shipping printed materials using all delivery methods except EMS, making it the most economical option.

However, this rate only applies for books and printed materials (check their website to confirm what this entails), and post office staff will often x-ray or inspect a box's contents.

Packages must be marked "PRINTED MATTER" or "IMPRIME".

It can take between 6 to 9 weeks for printed materials to reach North America, Europe, and Oceania.

A box of up to 5 kg of printed material will cost about ¥2,700 for delivery by surface mail, with exceptions. After 5 kg, up to 30 kg (20 kg to the UK) can be sent to your home country in a special book bag bought separately. Not all post offices offer this service, so be sure to look around.

Your Things

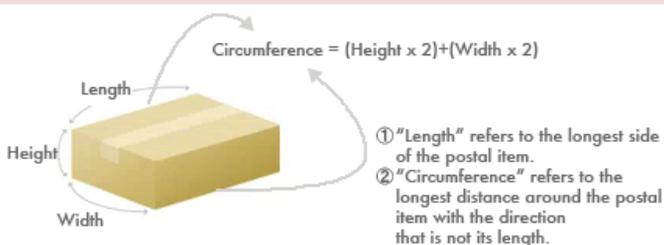
Japan Postal Service



Parcel Size

Typically, parcels up to 30 kg (~66 lbs) can be mailed, but size limitations vary according to destination. Here are the two standard restrictions (A and B).

Large cardboard boxes cost around 600 yen at the post office and are sturdy enough to endure international transport.



A

Length = within 1.5 meters
Length + (Height + Width) x 2 = within 3 meters
Examples of the countries where "A" standards apply: China, Taiwan, Hong Kong, England

B

Length = within 1.05 meters
Length + (Height + Width) x 2 = within 2 meters
Examples of the countries where "B" standards apply: USA, Australia, Korea, Brazil, Mexico

Discount

You receive a 10% discount when mailing 10 or more packages at a time and a 20% discount for 50 packages or more (this discount is only 13% for EMS). This discount applies even when packages are sent to different destinations.

Insurance

EMS packages are insured up to ¥20,000 for free, and surface, SAL and airmail can be insured upon request. Insurance varies according to destination and content value. Proof of value is not required to purchase insurance, but it is very difficult to make a claim without a receipt or photo of a receipt.

Consult their English website for more detailed information about their services and prices:
https://www.post.japanpost.jp/index_en.html.

Your Things

Private Shipping Services



Points to Consider:

1. **Packaging** - Pack your items in a sturdy cardboard box. Pad everything with bubble wrap, tape items closed, use plastic bags to wrap items you don't want getting soiled or soggy, and pack fragile items in smaller boxes within the large box.
2. **Insurance** - Insurance policies can be taken out based on the value of your items and are normally charged at 1.5% of the total value of the contents. Discuss details thoroughly with the company you plan on using. Keep a list of box contents and the condition of contents at the time of packaging in case you need to place a claim.
3. **Customs** - Each country has customs requirements and restrictions. Check with your embassy for further details.

Two trusted Japanese companies

Nippon Express

Tel: (toll-free) 0120-150-422 (English speakers available)

Email: moving@nittsu.co.jp

Web: <http://www.nipponexpress.com/moving/>

Refer to their website for information about their DIY* Packing Service.

Japan Luggage Express

Phone: (toll-free) 0120-48-0081 (English speakers available)

Email: info@jluggage.com

Web: <http://www.jluggage.com>

For larger items

Prices are based on place of origin, size (in case of sea freight) and weight (in case of air freight).

The companies below have been recommended by foreigners in Japan who have used them to send their belongings to their home countries:

- NSS (<http://www.nss-japan.com/>)
- Shipmates (<http://www.shipmates.jp/>)
- Economove (www.economovejapan.com)
- Econoship (<http://www.econoship.net/>)
- Pakmail (<http://www.pakmail.com/>)

Your Things

Takkyūbin (宅急便) Service



Luggage Transport Services

Sending luggage to your next destination is one thing, but carrying your maximum luggage allowance-worth of stuff to the airport may also be too much for you to handle on your own.

An affordable, door to door, convenient solution for this is the domestic *takkyūbin* service, which can be called to your home or accessed from most convenient stores to send your belongings to the airport or hotel you'll be staying at ahead of time.

English website: <http://www.kuronekoyamato.co.jp/ytc/en/>

A large suitcase typically costs ¥3,110 to be shipped to Narita Airport from Oita and arrives at the airport as early as three days later. Just be aware of pick up windows, and be sure to schedule pick up early enough to have the luggage available for when you arrive at the airport.



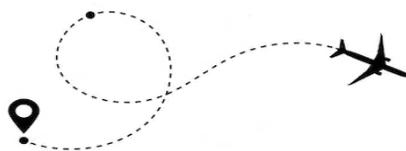


Budgeting

Keep the following in mind when considering your budget for your last couple of months. You may receive significantly less compensation in your last paycheck due to your contract termination date, so do not let your expenses take you by surprise.

1. Your final paycheck may be smaller than expected or may otherwise come at a time when you are no longer in Japan. This will depend entirely on your contracting organisation's payroll system, so be sure to ask your supervisor in advance. You may be able to make arrangements to receive potentially late arriving paycheck deposits earlier.
2. For those who are not exempt from paying taxes, you will have to pay during your last couple of months here (Local Inhabitant Tax bill should arrive in early June). For senpai JETs (particularly for those who have not been exempt from taxes in the past) the payment may be pretty steep. Please refer to the tax guide on the [Oita Weebly website](#) for more information.
 - Taxes are collected based on your earnings from January of the previous year to January of the current year. If you return home, you are exempt from paying taxes on your earnings from January of the current year to July/August. However, if you decide to remain in Japan, you will be expected to pay taxes at least partially based on your JET salary.
3. There may be other costs you will incur prior to departure (cleaning fees, tatami replacement fees, etc.) so check with your contracting organisation to confirm any possible fees.
 - Don't forget about farewell parties you'll have and any extra travelling you might want to do before you leave.
4. Also think about your finances when you land in your home country. Your contracting organisation is obligated to get you back to the international airport you departed from, but you may need further domestic airfare or other transportation expenses from there.

Return Airfare



To qualify for a free (i.e. paid for ultimately by your contracting organisation) flight home, you must meet the following criteria:

1. Complete your contract period
2. Leave Japan to return home within one month (30 days) after completing your contract
3. Do not take another job in Japan (a continuing contract with your current contracting organisation, a third party, or otherwise) within one month after completing your contract

Specific deadlines and procedures for return flights and refunds depend largely on your contracting organisation, so please ask your supervisor at your Board of Education for more information regarding this process.

Things to note regarding return airfare

Your contracting organisation is responsible for your flight to the international airport from which you will depart (e.g. your flight from Oita to Haneda). CLAIR stipulates that this flight must be as short as possible with the smallest number of transfers possible. However, your contracting organisation will not pay for you to gallivant around, so if you want to do any travelling before you leave, you will be responsible for those flights.

Ideally, your return flight will be a direct flight. If this is not possible, it will be the flight with the smallest amount of transfers possible.

If you must cancel your flight due to an unforeseen accident or illness, your contracting organisation will provide you with another flight. (Deportation does not count as an unforeseen accident or illness, so please make sure your visa is in proper order.)

Your contracting organisation may purchase your ticket or provide you with the equivalent amount of money for the ticket (either in advance or as a repayment).

Cancellations

Make sure the following groups know that you are leaving:

Landlord (大家 *ooya*) or real estate agent (不動産屋 *fudōsanya*)

Tell them the date you plan on leaving at least a month in advance and inform them if your successor plans to inherit your apartment. Confirm the cost of your last month's rent or when the last day you can stay in the apartment without paying the next month's rent is. Confirm final procedures (handing over keys, cleaning, inspection)

Waterworks (水道 *suidō*)

If your landlord does not provide this utility, contact the company directly a few weeks in advance. If your landlord provides this utility directly, no further procedure should be necessary.

Electricity (電力 *denryoku*) / Gas (ガス *gas*)

If you typically pay in cash (i.e. at a convenience store), call the company in advance to tell them that you would like your account closed on a specified date. Use the contact information found on a previous bill in order to do so. Do your best to pay these bills before leaving, but, if you should choose a proxy to pay the bills for you after you've left, make sure you leave them with an adequate amount of money to do so. If you typically pay via direct deposit, the final bill can be withdrawn automatically (if you leave your bank account open). You will need to designate somebody to close your account and send the remaining money home to you at a later date.

Mobile Phones

The process varies by company. More information on this on p.21.

Bank Account and credit cards

More information on this on p.22.

Internet providers

Call your provider at least a week beforehand to begin cancellation procedures.

Newspapers or other subscription services (NHK)

To be safe, have your supervisor confirm for you that everything has been cancelled. Make sure that you do not leave your successor or supervisor to handle any of your unfinished (i.e. unpaid) business.

Cancelling Your Mobile Phone

Be aware of how long it will take to cancel your contract and, if possible, schedule an appointment to cancel your contract beforehand. If you should choose to cancel your contract at the airport, show up with ample time left before your flight departs.

Au

Either visit an au store before you leave or cancel at Narita/Haneda Airport. Processing time takes about 1-1.5 hours. "A contract holder must pay all the fees (cancellation fee, basic monthly charge and remaining instalments etc.) with cash."

You can use your hanko or sign documents by hand. They prefer that you bring the device(s) you are cancelling, but it is not essential. You must have your passport or some other form of identifying document.

Docomo

You can cancel your contract at any Docomo store (including Narita and Haneda Airport). You will need your Docomo UIM card or otherwise Docomo eSim Card. You will have to pay any charges incurred up until the day of cancellation, which may include cancellation fees.

Docomo English helpline: ☎ 0120-005-250

Softbank

You can cancel your Softbank contract at any Softbank store (including Narita and Haneda Airport). You will be required to pay "Basic fee" up to the month of use*, Flat-rate data service fee, "Optional services"*, Data fees, etc."

More specific information available for each company (English and Japanese) on their websites.

Your Money

Closing your Bank Account

Take your *hanko*, bank book, and cash card to your local branch office and ask to close your account (解約 *kaiyaku* / 閉鎖 *heisa*). Your account will be closed and any remaining balance will be given to you in cash.

If you need to leave your account open (i.e. to pay a bill), designate a proxy to close it for you. They will need your *hanko*, bank book, and cash card. Your proxy will receive the cash from your account once it's closed. Refer to the following section (remitting money) for more information on how they can send this money to you.

Going home or giving up your visa status does not automatically close your account. If you remember your PIN, your account will still be here waiting for you if you decide to come back.

Remitting Money



Here are some options for sending money back home:

TransferWise

- Change to your desired currencies and enter the value you would like to remit.
- Create an account with TransferWise or connect your Google or Facebook accounts.
- Enter your personal details and your address, select that you are sending money to yourself and enter your bank details.
- Review the details of your transfer and your exchange rate.
- Select pay by bank transfer and complete the bank transfer via bank deposit (振り込み *furikomi*) at your local ATM.

GoRemit

- Complete an application and submit it to a specific postal address, after which you will receive a welcome pack 7 to 10 business days later with instructions on how to remit money.
- Make a bank transfer via *furikomi* to the designated account.

Bank Transfer (i.e. Oita Bank)

- Take your *hanko*, residence card, and My Number notification to any Oita Bank branch.
- Ask for an Application for Remittance (外国送金依頼書 *gaikoku sōkin iraiشو*) and they will ask you to fill out several legal forms and enter information for the bank account you would like to remit the money to.

Pension Refund

Information taken from
the General Information
Handbook

All JETs can receive a one-time payment for a maximum three years worth of payments into the Japanese pension system (Lump-sum Withdrawal Payment) or, depending on the JET's nationality, they may also be able to transfer the total number of years (no maximum) paid into the system to the equivalent system in their home country.

Both options are explained below, so you can decide what option is best suited to you, followed by how to get the 20% of your pension refund that is taxed reimbursed to you.

OPTION 1

Lump-sum Withdrawal Payment (脱退一時金 *dattai ichijikin*)

To qualify for the Lump-sum Withdrawal Payment (pension refund), you must fulfil the following requirements:

- ✓ Submit your application within two years of leaving Japan
- ✓ Not possess Japanese citizenship
- ✓ Have paid pension for at least six months
- ✓ Not have a place of residence in Japan
- ✓ Never have qualified for pension benefits

Steps to take before leaving Japan

1. Designate a trustworthy tax agent who resides in Japan (friend, supervisor, co-worker).
2. Pick up a Notification of Tax Agent for Income Tax and Consumption Tax form (所得税・消費税の納税管理人の届出 *shotokuzei shōhizei no nōzei kanrinin no todokede*) from any tax office.
3. Complete and submit this form to the tax office that holds jurisdiction over your address.
4. Submit a moving-out notification (転出届 *tenshutsu todoke*) to your municipal office within two weeks of the day you plan to move out (available at your local municipal office).

Do not forget to take home your blue Pension Book (年金手帳 *nenkin techō*)!!

Your Money

Steps to take after leaving Japan

1. To claim the refund, post the following forms to:

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

- **Pension Book** (Keep a copy of your pension number in case you need to inquire about your application status)
 - **Copy of passport** (page(s) showing Status of Residence and date of final departure from Japan, and page(s) showing name, date of birth, nationality, and signature)
 - **A certified bank stamp** (or a document which verifies all of your bank information for your home country bank)
 - **A filled-out Application for the Lump-sum Withdrawal Payments (脱退一時金請求書 *dattai ichijikin seikyūsho*)** (download PDF online)
 - In the final section (i.e. the employer information section), enter the information for your contracting organisation. Enter your first day of work as the first day of your Tokyo Orientation to the last day of your contract and circle Employees' Pension Insurance.
2. Wait until you receive a Notice of Lump-sum Withdrawal Payment in the post (脱退一時金支給決定通知書 *dattai ichijikin shikyū kettei tsūchisho*). Make a copy of this for your personal records and send the original to your tax agent in Japan. (Be sure to confirm your tax agent's address before you send it.)
3. Once receiving this notice, your tax agent will submit an Income Tax Return (所得税確定申告書 *shotokuzei kakutei shinkokusho*) on your behalf at the tax office that you submitted the Tax Agent form at.
4. Your tax agent will receive the tax refund in a Japanese bank account and then transfer the money to your bank account. HURRAY!

For the actual amount you will receive, please refer to the Japan Pension Service website. To give you a rough idea, in total you will approximately receive:

1 year (12 mos.)	~280,000 JPY
2 years (24 mos.)	~560,000 JPY
3 years (36 mos.)	~840,000 JPY



Tax Refund on Lump-sum Withdrawal Payment

Want more?

Here are the steps to receive a partial refund on the 20% tax placed on the Lump-sum Withdrawal Payment you have received.

1. Ask your tax agent to use the Notice of Lump Sum Withdrawal Payments that you previously sent, and have him/her fill out a tax return/payment confirmation (確定申告書 *kakutei shinkokusho*) for you at the same local tax office.
2. Once received, have your tax agent deposit the refunded amount to your own bank account.

Important: Tax refund applications must be made within five years of leaving Japan.

OPTION 2

Transferring the Enrollment Period to Your Home Country

Depending on your home country, you may be able to transfer the total number of years (no maximum) paid into the system to the equivalent in your home country.

As of January 2014, countries with social security agreements with Japan are Germany, United Kingdom, South Korea, United States of America, Belgium, France, Canada, Australia, Netherlands, Czech Republic, Spain, Ireland, Brazil, Switzerland, and Hungary. However, the agreements with the United Kingdom and South Korea do not have pension enrolment measures in place that would allow you to count your enrolment period in Japan toward your home country's pension system. Italy and India have signed agreements, but they are not yet being implemented.

Please consult the Japan Pension Service website for specific details on the social security agreement between Japan and your home country.

Insurance

Health Insurance

Your coverage by the National Health Insurance will come to a close on your last day of work. If you need to see a medical professional between your last day of your contract and the day you leave Japan, you will have to pay the full price.

Your National Health Insurance card (健康保険証 *kenkō hokenshō*) **must** be returned to your supervisor at your contracting organisation upon your departure.

However, you will still be covered under the **JET Accident Insurance** programme. Coverage will last until either you return to your home country or until August 31st, whichever comes first.

Filing Taxes at Home

If you need to file taxes upon your return home, be sure to take your Statement of Earnings (源泉徴収票 *gensen chōshūhyō*) with you.

This document will state your income, the amount of tax you paid, and how much you contributed to the Social Insurance and Pension systems for the applicable calendar year. This should be issued by either your base school or base office in December or January for the preceding calendar year.

As you are leaving midway through the calendar year, you will need to remind your workplace to prepare a statement to cover your time from January through the end of your contract. If you cannot get an official document, ask for your base school/office to stamp it for you. If you cannot receive the document before you leave, make sure you give your office accurate contact information so you can receive the document later.

Assorted Administrative Topics

Changing Your Address

Go to your local post office in June and fill out a Change of Address Notice (転居届 *tenkyo todoke*). These are usually found on the tables with the other forms. Remember to bring your *hanko* and residence card. You can have your mail forwarded either to another Japanese address or to an international address.

If you choose a Japanese address, all post will be forwarded to the specified address for one year. After one year, a new form must be completed. You can also list a Japanese friend/re-contracting JET and have your post forwarded to their address (with their permission), which they can then forward on to you.

If you choose an international address, only international parcels will be sent to you. Japanese parcels will be returned to sender. Parcels forwarded overseas will incur additional charges.

Visa Matters

First and second year JETs who are travelling or otherwise continuing employment in Japan under the same visa status do not need to do anything visa related before they leave.

JETs in their third year and beyond may need to change their visa status so as not to overstay their current visa. Whether or not you will need to change your visa status is determined by the period of stay (date of expiration) on your residence card.

The date you go home should be earlier than your date of expiration, so as to avoid any trouble. If your date of expiration is the same as the final date of your contract, you will need to either extend your visa -or- take *nenkyū* and go home a few days early. If you try to leave the country on an expired visa, you will be classified as an illegal alien and likely interrogated and deported. Furthermore, if you miss your flight, you will have to pay for a replacement flight yourself without the help of your contracting organisation.

Assorted Administrative Topics

How to Extend Your Visa

The best option is to apply for a Temporary Visitor Visa, which costs ¥4,000 and will enable you to stay up to 90 days longer. You can typically obtain this visa on the same day you apply for it, but please leave room for multiple trips if necessary.

To apply, you must go to an Immigration Bureau. Branches that handle applications for Oita residents are located in Fukuoka City, Kitakyushu City, Kumamoto City, and Oita City.

The Oita branch is located in central Oita City on the 1F of *Oita Hōmu Sōgō Chōsha* at 7-5 *Niage-machi*

(〒870-0046 大分県大分市荷揚町 7-5 大分法務総合庁舎 1F)

and is open from 9am -12pm and 1pm - 4pm excluding weekends and national holidays. Please call to confirm that the office is open and that you are bringing the correct documents with you beforehand.

The telephone number for the Oita branch is 097-536-5006.

You must take the following documents:

- Application for Change of Status of Residence (在留資格変更許可申請書 *zairyū shikaku henkō kyoka shinseisho*). These applications are available at the Immigration Bureau and can be filled out on location.
- Passport
- Residence Card
- An explanation for why you are changing your status of residence/your reason for staying in Japan, including a flight itinerary (in Japanese)
- Documentation showing the last day of your period of appointment and your scheduled date of departure
- A copy of your return airline ticket or otherwise a copy of a confirmed reservation
- Bank book (通帳 *tsūchō*) to serve as “[a document] certifying that the person concerned can defray all the expenses incurred during the stay in Japan”
- ¥4,000 for processing fees



Employment after JET

Recommendation Letters

Your next job will likely ask for a reference from your time here on the JET Programme. Japanese letters of recommendation tend to be sparse and serve more as a proof of employment rather than a personal recommendation, so perhaps keep the following points in mind as you try to obtain a letter of reference.

- You may be urged to go the principal or director of your office for the letter. However, if this person does not know you best (or at all), ask to have the letter drafted by someone who can put a more personal touch into the letter and then have it signed off on by the higher-up.
- Explain the purpose of the letter. What sort of job are you using it for? What sort of programme are you trying to enrol in at graduate school?
- Give the person writing the letter a format of how letters of recommendation are written in your home country/the country the job is located in.
 - Be clear about what makes for a good letter of recommendation in this country (i.e. this is a time to brag on the person the letter is being written about).
- Office assistance for spelling and grammar mistakes.
- Provide them with a list of your selling points, such as:
 - Day-to-day school and office duties
 - Extra-curricular activities
 - Study groups/adult English classes
 - Articles you've written for local papers
 - Articles about you in local papers
 - Public speaking events
 - Participation in festivals and events
 - Proofreading or translating
 - Projects you've helped with or executed
 - Your Japanese skills (proficiency exams)
 - Participation in JET conferences as a speaker/moderator
 - Your relationships with your co-workers or students

For the sake of convenience, there is a sample recommendation letter included in the Contracting Organisation handbook.

Please ask your supervisor for further details.

Your contracting organisation can also issue a general certificate verifying the years and location of your employment (在職証明書 *zaishoku shōmeisho*).

Employment after JET

Working in Japan After JET

Continuing the same type of employment with time left on your visa

If you have time left on your visa (i.e. first and second year JETs) and will be doing activities that fall under the same visa status of residence, you can keep this visa while working at a new contracting organisation. (For those with “Engineer/Specialist in Humanities/International Services” visas, be aware that you may not be able to perform duties outside of “International Services” without additional qualifications.)

Some organisations also require you to submit a Notification of the Contracting Organisation form (PDF available on the Ministry of Justice website).

Continuing the same type of employment without time left on your visa

You may submit an application for a visa extension up to three months in advance. However, this process may take multiple trips to the Immigration Office so be sure to start early.

Necessary documents:

- Application form (ALT, CIR)
- Photograph (4cm x 3cm)
- Supporting documents
 - Copies of documents certifying the activity, its duration and position of the person concerned (e.g. a contract with your employer, letter of appointment, invitation letter, etc.)
 - Copies of documents certifying an annual income and tax payment (e.g. contract showing your salary, tax payment certification [納税証明書 *nōzei shoumeisho*], etc.)
- Passport
- Residence Card
- Other documents as necessary
- ¥4,000

Parting Ways

Saying Goodbye



As time winds down, your time will be stretched between many different groups of people who you would like to say goodbye to or who would otherwise like to say goodbye to you.

You will also be busy packing, cleaning, and running last minute errands. It's best to make a list in advance of all the people who you want to thank, give gifts to, or say goodbye to. Aside from colleagues, friends, and fellow club/organisation members, keep in mind local workers (i.e. post office, *conbini*, restaurants) whose establishments you frequented who would notice your absence.

Some tips when buying gifts

- Buy gifts sooner rather than later
- Buy inexpensive, plain postcards at a stationary shop and write English/Japanese thank you messages (and try to be as specific in your message as possible)
- Frame a photo of you and the person you are giving your gift to as a memory - frames can even be found at 100 yen stores
- Buy small sweets or chocolates as gifts (maybe from the foreign food store if they have something from your home country)
- Give your principal, vice principal, and supervisor something a little bit nicer
- Snacks or flowers also make nice gifts for helpful community members

Remember to plan your farewell dinners early as your schedule will start to fill up the closer you get to going home.



Parting Ways

Goodbye Speech



As your time draws to a close, you will likely have several opportunities to give more formal addresses (in Japanese). Here's a sample address leaving ALTs can modify to suit their own needs:

Japanese

こんにちは。
私は(number of years as a JET)年間、(your host area)で働いてきました。
その間、私と一緒に勉強した英語と(your country)の習慣、スポーツと美術を楽しんだことを望みます。
私は本当に楽しかったです。
皆さんはよく出来ました。これからも英語を頑張り続けて、どんどん上手くなってください。
私はこの(number of years as a JET)年間の間、皆さんから色々学びました。
例えば、皆さんと一緒に給食を食べながら、たくさんのお分弁を習いました。
そして、皆さんのおかげで、運動会、祭り、遠足などの多くの面白い体験もしました。
皆さんの英語の先生として帰りますが、このような経験を通して、皆さんの友達としても帰ります。
校長先生と教頭先生をはじめ、職員の皆さんにこの(number of years as a JET)年間の援助をどうもありがとうございました。
先生の皆さんに、大変お世話になりました。
最後に、(your school name)の生徒の皆さん、どうもありがとうございました。
このような素敵な(your host area)の生活を体験できたのは皆さんのおかげです。一生忘れません。
将来、(your country)へ来る時があったら、知らせてください。
どうもありがとうございました。

Parting Ways

Goodbye Speech

Romaji

Konnichiwa.

Watashi wa (number of years as a JET) nenkan (your host area) de hataraite kimashita.

Sono aida, watashi to issho ni benkyō shita eigo to (your country) no shūkan, sports to bijutsu wo tanoshinda koto o nozomimasu.

Watashi wa hontō ni tanoshikatta desu.

Minasan wa yoku dekimashita. Korekara mo ganbaritsuzukete dondon jōzu ni natte kudasai.

Watashi wa kono (number of years as a JET) nenkan no aida, minasan kara iroiro manabimashita.

Tatoeba, minasan to issho ni kyūshoku wo tabenagara, takusan no Oita-ben wo naraimashita.

Soshite, minasan no okage de undōkai, matsuri, ensoku nado no ooku no omoshiroi taiken mo shimashita.

Minasan no eigo no sensei toshite kaerimasu ga, kono yōna keiken wo tōshite, minasan no tomodachi toshite mo kaerimasu.

Kōchō-sensei to Kyōtō-sensei wo hajime, shokuin no minasan ni kono (number of years as a JET) nenkan no enjo wo dōmo arigatō gozaimashita.

Sensei no minasan, taihen o-sewa ni narimashita.

Saigo ni, (your school name) no seito no minasan, dōmo arigatō gozaimashita.

Kono yōna suteki na (your host area) no seikatsu wo taiken dekita no wa minasan no okage desu. Isshō wasuremasen.

Shōrai, (your country) e kuru toki ga attara, shirasete kudasai.

Dōmo arigatō gozaimashita.



Parting Ways

Goodbye Speech

English

Hello.

I have worked for ___ years in ____.

During that time, I hope you enjoyed learning English and learning about _____ customs, sports and art with me.

I really enjoyed my time here.

You all did really well. Please continue to study hard and become even better.

I learned many things from you all during my ___ years here.

For example, I learned a lot of Oita dialect while eating lunch with everybody.

And thanks to you all, I had many interesting experiences, such as sports days, festivals, and various trips.

I will be leaving you as your English teacher, but because of these experiences, I will also be leaving as your friend.

I wish to thank the principal, vice-principal, and everybody else for all of your help during my ___ years here.

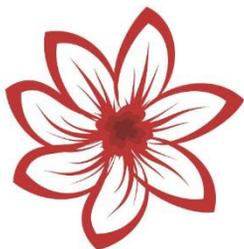
I have become really indebted to all of the teachers.

Finally, thank you to all the students of _____ school.

It is thanks to all of you that I was able to experience such a great life in _____, which are memories that I will keep with me forever.

If you ever visit _____, please do let me know.

Thank you very much.



Why not try your hand at writing a Japanese letter to your school, contracting organisation, or anyone else you'd like to give a special post-return thank you to.

Parting Ways

Reverse Culture Shock

Some say that the return home was actually more jarring than initially going to Japan. Your friends may have changed. Your local landscape may have changed. The “feeling” your city gives off may have changed. But, without a doubt, you’ve changed.

Some tips for combatting reverse culture shock:



- Say goodbye to your favourite places and your routine while you're still here - goodbyes do not stop at people. Part of gaining closure is also recognising that your habits, your route to work, your favourite bar, restaurant, or closest Joyfull, are not going to be a regular part of your life any longer.
- Treat your leaving with the respect it deserves. Rather than cramming everything into your last few weeks, give yourself time to come to terms with what is happening before your flight leaves Tokyo.
- Read up (or ask around) on things going on in your hometown. Look at the news of wherever you plan to go next, be it your hometown or your next new city.
- Being a foreigner in Japan, especially if you are visibly foreign, has likely warranted you different treatment, be it good or bad, over the duration of your time on the JET Programme. Keep this in mind and prepare yourself for no longer receiving this same treatment.
- Understand that reverse culture shock is normal. Be patient with yourself (and with others).
- Find a supportive community of people who understand what it is like to come home after living abroad. If you can, find your local JETAA chapter.
- Understand that family or friends who went through tough times while you were away may harbour some unspoken resentment towards you for leaving or may otherwise be jealous of your experiences.
- Have a focus for when you go home. Have a specific plan for submitting job applications, conducting informational interviews, volunteering, or other activities you want to do or otherwise can do to keep yourself busy.



Keeping in Touch with Oita/Japan

JET Alumni Association (JETAA)

JETAA has 53 chapters operating in 16 countries to make for a total of more than 26,000 members. CLAIR gives funding to JETAA organisations which in turn helps them to host Japan-related events and other programs. You can also use your nearest JETAA chapter to network with your local *senpai*.

To find out more information about JETAA (and to find your local chapter), you can refer to the JETAA International website or the list of JETAA chapters on the AJET website.

JET Streams

JET Streams is a quarterly online newsletter aimed at JET Programme alumni. In addition to providing alumni with an opportunity to share their current experiences with one another, it serves to inform JET alumni of any changes in the JET Programme.

In order to receive JET Streams, make sure your contact information is up to date. You can view back issues of JET Streams on the JET Programme website.

Oita Kenjinkai

Kenjinkai (県人会) are organisations where those connected to a particular prefecture gather together for community, drinking parties, and remembering anything related to their former prefecture. If you're looking for a space to talk about or bond with others over your experiences in Oita, you may have an Oita Kenjinkai chapter near you. For more information, take a look at the Oita International Kenjinkai website or Facebook page.

If you are interested in joining a *Kenjinkai*, feel free to inquire for more details at the Oita Prefecture International Policy Division (TEL: 097-506-2045). At least one of the current CIR PAs works in this department, so please ask them for more details.