

THE LOGISTICS OF LEAVING



Start early to avoid stress

Begin by **May**

- ▶ Start deciding what you will bring back with you, sell, give away or throw away.

Past JET Testimonials

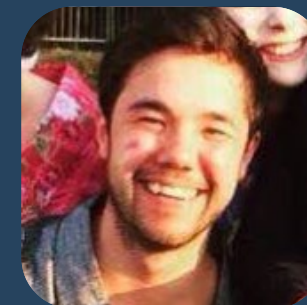


"Packing up and leaving came up way sooner than I expected.... I was scrambling during the last month to ship things, sell things and throw things away."

Brandon Yanari
Gifu ALT 2013 - 2015

"Moving isn't easy. Leaving unwanted stuff in your apartment is a pain for your successor. Just because your pred did it, doesn't mean you should."

William Bailey
Gifu ALT 2013 - 2016





JUNE

Shipping

- Start making arrangements for shipping items home

Shipping via Japan Post:

http://www.post.japanpost.jp/int/index_en.html

Postal Services Information in English TEL: 0570-046-111

Hours of Operation: 8:00a.m. – 10:00p.m. (Mondays to Fridays)

9:00a.m. – 10:00p.m. (Saturdays, Sundays and Public Holidays)

Small package – under 2kg

- Sends like normal mail

Types of mail services – up to 30kg

- Airmail (3-6 days)
- Economy Air (6-10 days)
 - Uses open space on planes
- Surface Mail (1-2 months)



Weight	Airmail	Economy Air	Surface
15 kg	22,400 yen	16,050 yen	8,500 yen
5 kg	1,150 yen	7,300 yen	4,000 yen

Things To Do

- Ask contracting organization about:
 - handing over your apartment
 - Taking nenkyuu at the end of your contract
- Inform your landlord you're leaving at least 1 month prior
 - Schedule a moving-out inspection date
- Organize bills and other finances

Selling Your Stuff

- Make a list of items
 - prices should reflect age
- Deal in Japanese yen
- Find the receipts for large items (car, phone, furniture)
 - Have these available for negotiation
 - Send color photos
- If possible, wait until you meet them in person to negotiate
- Clean out your apartment
- Make sure all bills have been paid

Be honest about the price. If you've used it, then you should be selling it for less than you bought it for

If the bills are going to arrive after you leave, leave money with your supervisor



JULY

July

- Clean your apartment early
- Pack away things gradually
- Start writing thank you letters/speeches
- Have your mail forwarded, if needed
 - Japan Post will forward your mail for one year to a friend's address (in Japan) if you complete a Change of Address Notification Card free of charge at any post office
- Pension refund preparations → discussed on later slide
 - Designate a tax representative
 - Obtain and submit required paperwork
- A week before you leave, arrange a date for utilities to be shut off and your meter to be checked
 - Electric, gas and water services can usually be discontinued on the day of you leave and you can pay your last bill and any outstanding bills that same day.
 - tv, car insurance, credit card, local residence tax, internet, cell



Visa

- Cannot stay even 1 day longer or you might face problems at airport
- If your contract expires on the same day as your visa, you either leave that same day or apply for a temporary visitor status of residence
- Visa is good for 3 years so 1st and 2nd year JETs do not need to apply – can stay for 90 days

- If you plan to stay in Japan after your contract expires, check if you need a Change of Status of Residence.
- **Temporary Visitor Status of Residence (*tanki taizai*)**
 - **WHO:** 3rd year JETs and above who wish to stay in Japan for up to 90 days after their contract ends
 - **WHEN:** Up to two weeks before expiry date
 - **WHAT TO BRING:**
 - ✓ Application for Change of Status of Residence ([online form](#)) (*Zairyū Shikaku Henkō Kyōka Shinseisho*)
 - ✓ Passport and residence card
 - ✓ Documentation from your CO that shows the last day of your appointment and the scheduled date of departure from Japan
 - ✓ Written explanation of why you want to stay (and any documents related to your itinerary)
 - ✓ Airline ticket reservation
- **NOTE:** If you stay longer than 30 days, your CO does not have to pay for your flight home

Visa

Change of Status of Residence

- **WHO:** JETs who wish to continue working in Japan after JET

- **WHAT TO BRING:**

- ✓ Passport, residence card, photograph

- ✓ Application for Change of Status of Residence ([online form](#)) (*Zairyū Shikaku Henkō Kyōka Shinseisho*)

For 1st and 2nd year leaving JETs who are staying in Japan to work – your visa is only valid if you continue doing the same work your visa falls under

- NOTE: 1st and 2nd year leaving JETs who will work as instructors in Japan may not need this

Contact your nearest immigration bureau:

Gifu Prefecture Immigration Bureau:

500-8812

2-7-2, Mieji-cho, Gifu City, Gifu TEL: 058-214-6168

Hours: 9:00a.m. – 12:00p.m., and 1:00p.m. – 4:00p.m. (Monday to Friday)

Toyama Prefecture Immigration Bureau:

939-8252

1st floor, Toyama Airport Bldg., 30 Akigashima, Toyama City, Toyama TEL: 076-495-1580

Hours: 9:00a.m. – 12:00p.m., and 1:00p.m. – 4:00p.m. (Monday to Friday)

Last Few Days

- Cancel your mobile phone in store
 - Bring the following items:
 - ✓ Your ID (alien registration card and passport)
 - ✓ Your personal seal (*inkan*)
 - ✓ Your mobile phone
- Close your bank account (*kouza kaiyaku*) in person
 - Bring the following items:
 - ✓ Your account book
 - ✓ Your bank card
 - ✓ Your personal seal (*inkan*)

Insurance

- Return your health insurance card to your CO on your last day
 - Your coverage ends the last day of your term of appointment
- Your JET accident insurance covers you the day you arrive in your home country, or until August 31st, whichever comes first

Flights Home

To be eligible, you must:

- Complete the full term of your JET contract
- Not accept another job in Japan within 1 month (30 days) of your contract's end
- Leave Japan within 1 month (30 days) of your contract's end

Must return to port of departure

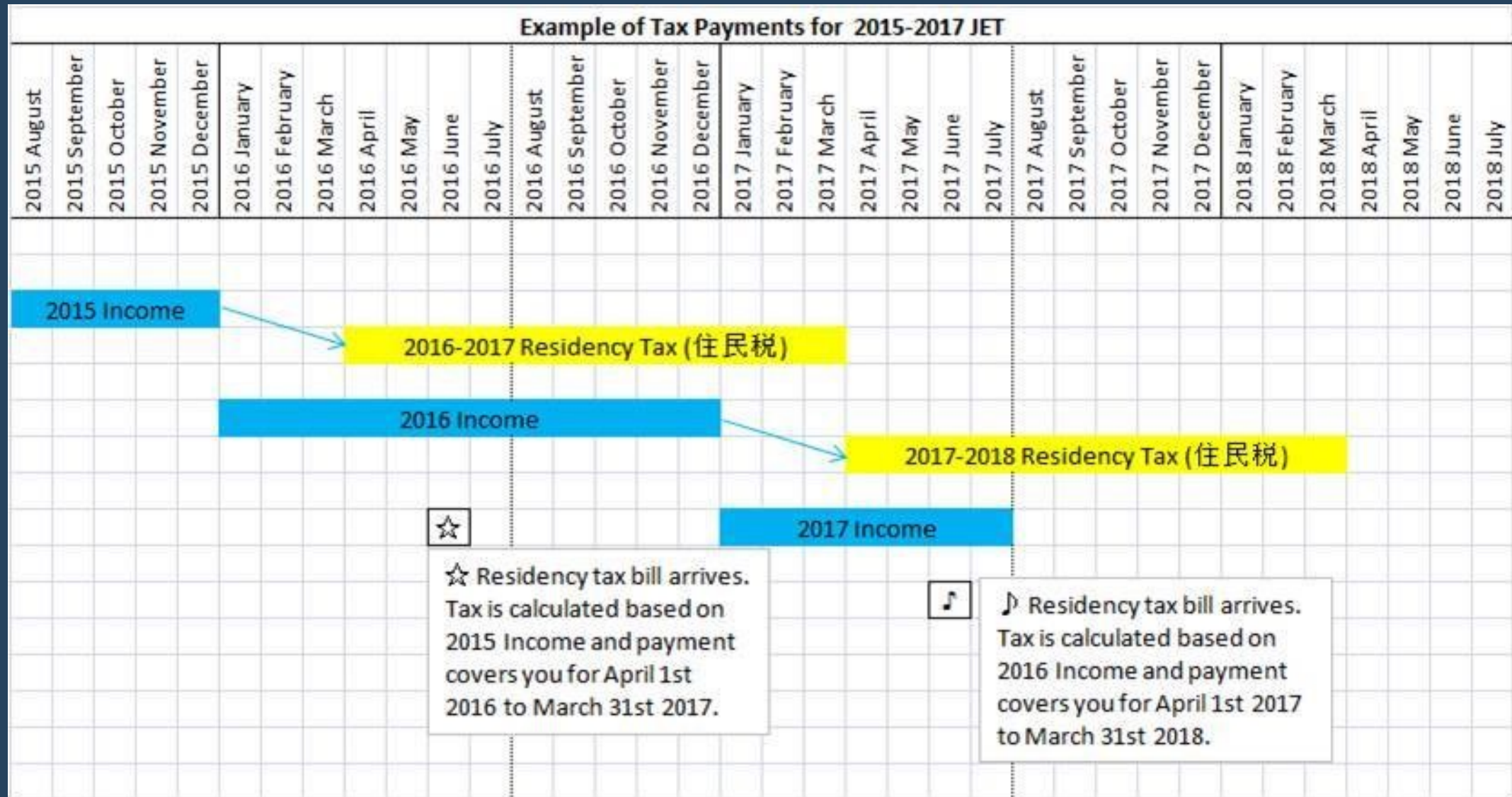
CO does not have to pay **IF**:

- You go to a third country instead of returning home directly
- Stay in Japan longer than 30 days

CO responsible for:

- Transportation to the airport
- A new ticket if the flight is unavoidably canceled

Local Inhabitant Tax



Local Inhabitant Tax

Year on Jet	CIRS/Non-American ALTs	American ALTs
1 st year	42,500	0
2 nd year	145,000	0
3 rd year	163,000	47,000
4 th year	176,000	176,000
5 th year	180,000	180,000

Based on income of previous **calendar year** (January to December)

- 10% (4% prefecture tax and 6% municipal tax)
- Covers you for current **fiscal year** (April to March)

Taken out of paycheck every month

- Between 5,000 -8,000 yen

When you leave JET, you are in the middle of the current **fiscal year** (April to March)

- pay August-March (5 months) tax as a lump sum out of your last paycheck

Pension Refund

- After you leave, you have 36 months to claim your pension refund
 - You will receive 80% of it in a lump-sum withdrawal payment, deposited into an overseas bank account
 - The remaining 20% is taxed by the government, but you are eligible to get that back too
- Steps to take **before** you leave Japan:

1. At your **local municipal office**, fill out and submit an “Address Change Report” (*tenshutsu todoke*)

2. Get the “Claim Form for the Lump-sum Withdrawal Payments (for National Pension and Employees’ Pension Insurance)” (*Dattai ichijikin seikyu-sho (Kokumin Nenkin/Kousei Nenkin Hoken)*) from the **Japan Pension Service Office** nearest you ...

→ For locations, visit <http://www.nenkin.go.jp/section/soudan/gifu/index.html>

→ Or, download the form [here](#).

3. Get the “Declaration Naming a Person to Administer the Taxpayer’s Tax Affairs (For use by aliens)” (*Nozeikanrin no todokedesho (gaikokujin-yo)*) form from your **local tax office** ...

→ For tax office locations, visit <https://www.nta.go.jp/nagoya/guide/zeimusho/gifu.htm>

→ Or, download the form [here](#).

4. Ask someone to be your tax representative, then submit the form in #3 to your **local tax office**

Pension Refund

- Steps to take **after** you leave Japan

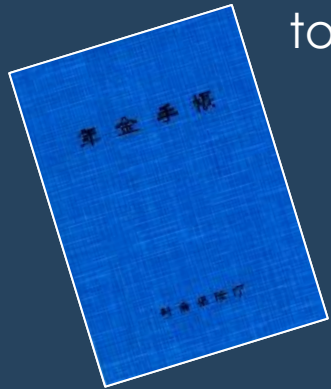
- 1. Mail the “Claim Form for the Lump-sum Withdrawal Payments” (#1 on previous slide) to:

Social Insurance Operation Center
Takaido-nishi 3-5-24, Suginami-ku, Tokyo 168-8505
(〒168-8505東京都杉並区高井戸西 3丁目 5番 24号社会保険業務センター)

- Include in the packet:

- ✓ Pension book
- ✓ Copy of Passport (showing DOB, country, signature, visa and date of departure from Japan)
- ✓ A certified bank stamp OR all pertinent bank information for your HOME COUNTRY BANK

- Receive Lump-sum Withdrawal Payment into overseas account
- Receive “Notice of Lump-sum Withdrawal Payment (Entitlement)” (*Dattai ichijikin shikyu kettei tsuchisho*)
- Mail above notice to tax representative in Japan
- Tax representative files for tax refund (the 20% the government kept) on your lump-sum withdrawal
 - Your representative must file the *kakutei shinkokusho* on your behalf at same tax office as before
- Tax representative receives refund in their bank account and transfers it to you



Pension Refund

$$\text{Your payments amount} = \text{Your Average Standard Remuneration (ASR)} \times \text{Your multiplier}$$

$$\text{ASR} = \frac{\text{Total amount of monthly salary for all covered months}}{\text{Total number of months}}$$

Total coverage months	multiplier
6-11 months	0.5
12-17 months	1.1
18-23 months	1.6
24-29 months	2.2
30-35 months	2.7
36 months or more	3.3

Approximately:

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