





Moving checklist

To Do	Remarks
<p>At the city office, within 14 days before moving</p> <p><input type="checkbox"/> Submit a Notification of Moving Out 「転出届(てんしゅつとどけ)」 to the city office of the address before moving. Receive a Certificate of Moving Out 「転出証明書 (てんしゅつしようめいしよ←My Number Card users not required.) 」</p> <p><input type="checkbox"/> Disqualification from the National Health Insurance System. Settle any excess or shortfall. *If payment cannot be made on the spot, ask them if the payment slip can be sent to your new address.</p>	<p>Belongings : Residence Card, Passport, National Health Insurance Card or Certificate of Eligibility for health insurance or My Number Card</p> <p>If you move WITHIN the same city, just do below. -Submit a notification of relocation 「転居届 (てんきよとどけ) 」 to the city office. -Transfer procedure of My Number Card (Change the address).</p>
<p>At the city office, within 14 days after moving</p> <p><input type="checkbox"/> After completing the above registration and within 14 days after moving, submit a Notification of Moving In 「転入届 (てんにゅうとどけ) 」 and Certificate of Moving Out「転出証明書 (てんしゅつしようめいしよ Not required for My Number Card users)」 to the city office of the address after moving. → the address on your residence card will be changed.</p> <p><input type="checkbox"/> Newly enroll in the National Health Insurance *If your income in Japan in the previous year was approximately 1 million yen or less, be sure to apply for a reduction in your insurance premiums (you may be able to receive a reduction of 20% to 70%).</p> <p><input type="checkbox"/> Change the address of My Number Card. You can also register to use Myna insurance system. *If you do not complete the procedure, your My Number Card will automatically expire, and it will take about one month to reissue it and a fee!</p>	<p>Belongings : Residence Card, Passport, National Health Insurance Card or Certificate of Eligibility for health insurance or My Number Card</p> <p>If you move WITHIN the same city, above is enough.</p>
<p>By online (HOSEI information system)</p> <p><input type="checkbox"/> Change the registered address to Hosei (not required if you are newly enrolling and have not registered your address at Hosei yet)</p> 	<p>Undergraduates: Change of address for undergraduate students</p> <p>Graduates: Application and Notification (Graduate School)</p>
<p>At the office your faculty and transportation</p> <p><input type="checkbox"/> If the commute to school changes, change the commuter certificate (sticker on the back of the student ID card) and purchase a new subscription at your transportation office.</p>	<p>Change the commuter certificate (sticker on the back of the student ID) → at your faculty office</p>
<p>At the postal office or via online</p> <p><input type="checkbox"/> Postal mail forwarding</p> <p>★If you haven't settled any overpayments or underpayments of National Health Insurance premiums with your previous city office and haven't informed them of your new address, the payment notice will be mailed to your old address. Failing to arrange for mail forwarding could result in unpaid National Health Insurance premiums, potentially negatively impacting your next residence permit application.</p>	<p>Apply at postal office or online e 転居</p> 
<p><input type="checkbox"/> Notify financial institutions, mobile phone companies, credit card companies, etc. of the change of address.</p>	