



# Moving checklist

To Do	Remarks
<p><b>At the city office, within 14 days before and after moving</b></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 (てんしゅつしょうめいしょ←My Number Card users not required.)」</p> <p><input type="checkbox"/> Disqualification from the National Health Insurance System.</p> <p>* My Number Card users can also complete the procedure on the online Myna Portal.</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.</p> <p>-Submit a notification of relocation 「転居届 (てんきよとどけ)」 to the city office.</p> <p>-Transfer procedure of My Number Card (Change the address).</p>
<p><b>At the city office, within 14 days after moving</b></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 (てんしゅつしょうめいしょ Not required for My Number Card users)」 to the city office of the address after moving. → <b>the address on your residence card will be changed.</b></p> <p><input type="checkbox"/> Newly enroll in the National Health Insurance From Dec. 2, 2024, the issuance of health insurance cards will be abolished → unified into the Myna Health Insurance Card. If you are not to be Myna Health Insurance user, you will be issued a Certificate of Eligibility 「資格確認書」 for health insurance.</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><b>By online (HOSEI information system)</b></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: <a href="#">Change of address for undergraduate students</a></p> <p>Graduates: <a href="#">Application and Notification (Graduate School)</a></p>
<p><b>At the office your faculty and transportation</b></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><b>At the postal office or via online</b></p> <p><input type="checkbox"/> Postal mail forwarding</p>	<p>Apply at postal office or online <a href="#">e 転居</a></p> 
<p><input type="checkbox"/> Notify financial institutions, mobile phone companies, credit card companies, etc. of the change of address.</p>	