

Easy Living in Kyoto

京都市生活ガイド

英語版 / English



京都市
City of Kyoto

(公財)京都市国際交流協会
Kyoto City International Foundation

<2018.3月発行>

Operating Hours

- ◆ kokoka Kyoto International Community House ☎ 752-3010 / 3511
[English, Chinese, Korean and others]
Tuesday through Sunday 9:00 to 21:00 Closed on Monday
(If Monday is 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/Thu 9:00 to 17:00
[Chinese interpretation service] Wed/Fri 9:00 to 17:00
 - ◆ Kyoto City Hall ☎ 222-3311
Monday through Friday 8:45 to 12:00, 13:00 to 17:30
 - ◆ Ward Offices/Branch Offices (Health & Welfare Center included), Medical care and Sanitation
Corner : Monday through Friday 8:30 to 12:00, 13:00 to 17:00
 - ◆ Kyoto Branch Office of Osaka Regional Immigration Bureau ☎ 752-5997
Monday through Friday 9:00 to 12:00, 13:00 to 16:00
 - ◆ Banks (window) Monday through Friday 9:00 to 15:00
 - ◆ Post Offices (counter)
Branch Post Offices (small): Monday through Friday 9:00 to 17:00
Large Post Offices (Kyoto Central Post Office): Monday through Friday 9:00 to 21:00
Saturday/Sunday 9:00 to 19:00
 - ◆ ATM for Cash Cards
[Banks] Large banks and other financial institutions, such as the Bank of Tokyo-Mitsubishi UFJ, Mizuho Bank, Sumitomo Mitsui Banking Corp., offer withdrawal and depositing services 24 hours a day.
[Post office] Monday through Friday 7:00 to 21:00
Saturday/Sunday 9:00 to 17:00
[Convenience Stores] Every day 24 hours/day
- ※Operating hours of banks, post offices, and ATMs will 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 January 2018.
- This information is subject to change without notice.

Easy Living in Kyoto

きょうとし せいかつ
京都市生活ガイド

English Edition

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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
発行：京都市、(公財) 京都市国際交流協会

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, make sure to dial the area code first

* kokoka refers to the kokoka Kyoto International Community House.

* kokoka Kyoto International Community House is managed by the Kyoto City International Foundation.

*When “xxxx section” is indicated for inquiries, this refers to which section of the Kyoto City Government is in charge.

*When “Ward or Branch Office” is indicated as the office for inquiries, persons living in **Rakusai** in **Nishikyo-ku**, **Daigo** or **Fukakusa** in **Fushimi-ku**, please use the branch office in your area.

*In Kyoto City, there are Public Health & Welfare Centers and Child & Youth Support Offices located in each Ward Office/Branch Office, except for the Nishikyo Ward where the Public Health & Welfare Department is located in the Ward Office but the Public Health & Welfare Office and the Child & Youth Support Office are located in another building.

◆ For Persons who cannot speak Japanese

Generally, City Hall and Ward Office staff only speak Japanese.

- ① Please use the telephone interpreting service offered through “Administrative Interpretation and Counseling Service.”, **pg. 20**
- 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. 8**

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What is the kokoka Kyoto International Community House?

kokoka Kyoto International Community House

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

Website: <http://www.kcif.or.jp> E-mail: office@kcif.or.jp

Available Languages: English, Chinese, Korean and others

Japanese Language Classes

- * 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).

Touching the heart of Japan- Culture Courses

- * “Touching the heart of Japan” offers a Tea Ceremony Course (3 months/12 classes/ ¥7,000)
You can observe and experience tea ceremony (1 class/ ¥1,000)
- * Various Japanese and international culture courses are offered by “Cultural Exchanges- COSMOS” (lesson fees are required for some courses).

Books and Newspapers

- * kokoka The Kyoto International Community House houses many books and materials on Japan and Kyoto, as well as newspapers, magazines, dictionaries and picture books from around the world.

Seeking Assistance

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

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.
- * VCR and DVD players are available for watching videos recorded on PAL and SECAM systems.
- * Various kinds of information can be exchanged at the message corner
- * PCs, which are connected to the Internet and equipped with Microsoft Word and Excel, are available for a fee of ¥200 per 30 min.

Access

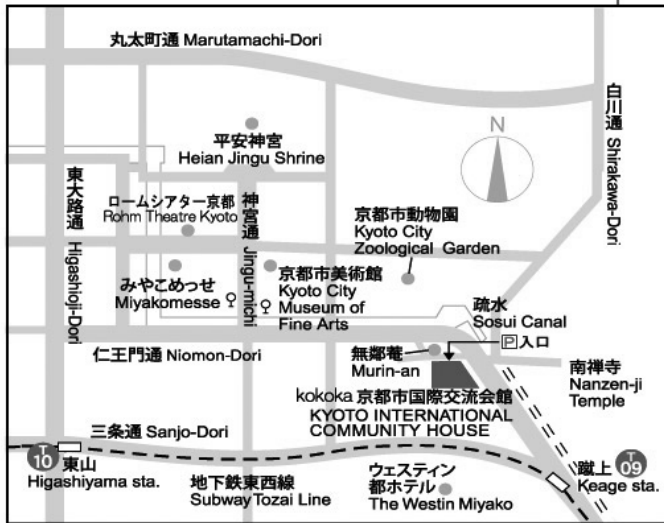
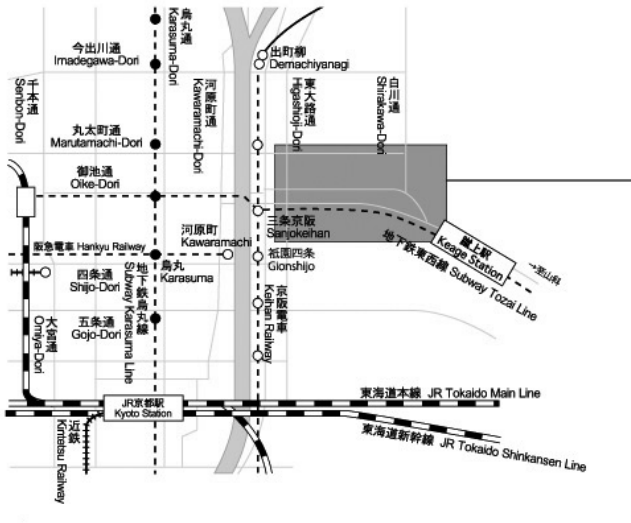
Subway : Take the Kyoto City Subway Tozai Line and get off at Keage Station.

The Kyoto Community House kokoka is a 6 min walk from Exit 2.

City Bus: Take Kyoto City Bus 5, 32, 46 or 100 and get off at Kyoto Okazaki Koen/Bijutsukan/Heian Jingu-mae stop. The kokoka Kyoto International Community House is a 10 min walk to the east.

Taxi: Ask the driver to drop you 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.: 1,472,400 people (as of December 2017)

- Number of Foreign Residents:

There are 44,300 foreign residents which account for about 3% of the whole population of Kyoto. About 48% of foreign residents are Korean. There are also many international students from Asian (such as from China), European and American countries (as of Dec. 2017).

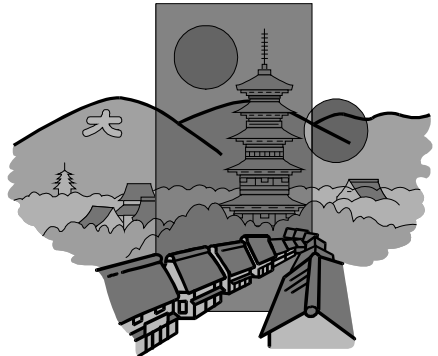
- Area: 827.90 km²

- 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. The average maximum temperature in August is 35.2°C and the average minimum temperature in January is -0.9°C. Each season has its own distinctive weather patterns. Often there is a vast difference between the daytime high temperature and the nighttime low temperature.



I. In case of Trouble or Emergency

1. Places to seek assistance

	Name · TEL · URL	Language	Consultation Hours
General Living Information	Kyoto City International Foundation ☎752-3511 http://www.kcif.or.jp/ kokoka Kyoto International Community House	English, Chinese, Korean, others	9:00 to 21:00 (closed on Mon. and New Year's Holiday)
	Kyoto Prefectural International Center (Consultations on living for foreign students and other residents) ☎342-0088 http://www.kpic.or.jp/	English, Chinese, Korean, Filipino, Spanish, Portuguese (By appointment)	Wed, Sat, Sun 10:00 to 17:00
	Kyoto YWCA · APT ☎451-6522 http://kyoto.ywca.or.jp/	Monday 13:00 to 16:00 Thursday 15:00 to 18:00 (English, Thai, Chinese, Tagalog)	
Legal	Kyoto City International Foundation ☎752-3511 (Free of charge, Appointment required) http://www.kcif.or.jp/	English, Chinese, Korean, others	Every 1st and 3rd Saturday (in principle) 13:30 to 16:00
	Kyoto Bar Association ☎231-2378 (¥5,400 per 30min, Appointment required)	Japanese only	Mon-Fri 13:00 to 16:00 Mon, Wed, Fri 18:00 to 20:30

Legal	Kyoto Consumer Living Center Legal Consultation ☎256-2007 (Appointment required)	Japanese only	Mon 13:15 to 15:15 Tue, Thu 13:15 to 15:55 Fri 13:15 to 15:35 Every 2nd and 4th Wed 18:00 to 20:00
	Japan Judicial Support Center “Houterasu” ☎0570-078374 ☎03-5366-6008 (Interpretation service)	English, Chinese, Spanish, Tagalog	Mon-Fri 9:00 to 21:00 Sat. 9:00 to 17:00
Visa (Status of Residence)	Kyoto City International Foundation ☎752-3511 (Free of charge, Appointment required) http://www.kcif.or.jp/	English, Chinese, Korean, others	Every 1st and 3 rd Saturday (in principle) 13:30 to 16:00
	Kyoto Prefectural International Center ☎342-5000 (Free of charge, Appointment required) http://www.kpic.or.jp/	Japanese (For interpretation service reservations are required a week in advance)	4th Sunday of every month. 13:00 to 16:00
	Osaka Regional Immigration Bureau, Kyoto Branch Office ☎752-5997	Japanese only	Mon-Fri 9:00 to 12:00 13:00 to 16:00

	<p>Comprehensive Foreign Residence 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 to 17:15</p>
Employment	<p>Kyoto Shichijo Public Employment Security Center (Hello Work Kyoto Shichijo) ☎341-8609</p>	<p>English</p>	<p>Thur, 1st & 3rd Fri 13:00 to 17:00</p>
	<p>Fushimi Public Employment Security Center (Hello Work Fushimi) ☎602-8609</p>	<p>Chinese</p>	<p>Tue 8:30 to 12:00, 13:00 to 17:00 Friday 13:00 to 17:00</p>
	<p>Osaka Foreigners Employment Service Center ☎06-7709-9465</p>	<p>English, Chinese, Portuguese, Spanish Mon, Fri 10:00 to 18:00 Tue, Wed, Thu 10:00 to 16:00</p>	
	<p>Foreign Workers Consultation Corner (Kyoto Labor Bureau, Inspection Division) ☎241-3214</p>	<p>English French</p>	<p>Tue, Thu 9:00 to 16:00</p>
Housing	<p>Good Life co.ltd. ☎254-1148 Housing search site for foreigners. "HOUSE navi" at http://house.kcif.or.jp/</p>	<p>English, Chinese, Korean</p>	<p>9:00 to 21:00 (closed on Monday and New Year' Holiday Period)</p>

Health and Medical Assistance	<p>AMDA International Medical Information Center Osaka Office Telephone consultation ☎050-3598-7574 For information on medical facilities with foreign language services</p>	<p>Mon-Fri 9:00 to 17:00 (English, Chinese, Spanish)</p>	
	Mental Health	<p>Kyoto City International Foundation “Counseling Day” (Free of charge, Reservation required) ☎752-3511 http://www.kcif.or.jp/</p>	<p>English, Chinese, Korean, others</p>
<p>Doshisha Clinical Psychological Center Multicultural Counseling Service ☎251-3282 (first time ¥3,500 for 50min, Appointment required)</p>		<p>Japanese, English</p>	<p>Tue, Thu 11:00 to 17:00</p>
<p>Japan Help Line ☎0120-461-997 (free call)</p>		<p>Service in 18 languages including English, Chinese, Korean, Spanish</p>	<p>24hours</p>
<p>Kansai Life Line ☎06-6441-9595</p>		<p>Chinese, Taiwanese</p>	<p>Tue, Thu, Sat 10:00 to 19:00</p>
<p>Telephone Counseling Service in Chinese ☎06-6903-9595</p>		<p>Chinese, Taiwanese</p>	<p>Mon, Wed, Fri 10:00 to 17:00</p>
<p>Tokyo English Life Line ☎03-5774-0992</p>		<p>English</p>	<p>9:00 to 23:00</p>

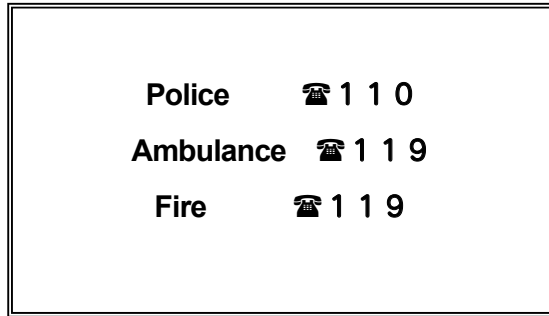
Police	Kyoto Prefecture Police Consultation 110 ☎414-0110	Japanese only	Mon-Fri 9:00 to 17:45
	Police Box (Koban) At a Japanese Police Box (Koban), you can ask many questions, both big and small. Feel free to drop in and ask for directions if you are lost, can't find a particular restaurant or bookstore or for any other reason.		
Child Care	Child Welfare Center ☎801-2929 2nd Child Welfare Center ☎612-2727	Japanese only	Mon-Fri 8:30 to 17:00
	Public Health & Welfare Centers Child & Youth Support Offices (at each ward office) ☞ Please contact the ward office or branch office for the contact information pg.202	Japanese only	Mon-Fri 8:30 to 17:00
	Kyoto City Child Raising & Support Center, Infancy Outlook House (Kodomo-Mirai-kan) ☎254-8993 (Appointment required)	Japanese only	Everyday 9:00 to 17:00 (Closed on Tue. and during the New Year Holiday Period)
	Child Care Help Line (telephone consultation) ☎257-5560	Japanese only	Everyday 9:00 to 16:30 (Closed on Tue. and during the New Year Holiday Period)

Domestic Violence / Chile Abuse	Kyoto Prefectural Family Support Consultation Center ☎531-9910 (As for Interview, reservation is Required.)	Japanese only	Telephone: Everyday 9:00 to 20:00 In-person: Mon-Fri 10:00 to 16:00 (Closed on holidays and New Year Holiday Period)
	Kyoto YWCA · APT ☎451-6522	Thai, Tagalog, English, Chinese	Mon 13:00 to 16:00 Thu 15:00 to 18:00
	Kyoto City Center for Promotion of Gender Equality, Wings Kyoto ☎212-7830 (Appointment is required for consultation)	Japanese only	Mon, Thu-Sat 11:00 to 18:30 Tue 11:00 to 20:00
Domestic Violence / Chile Abuse	Kyoto City DV Consultation and Assistance Center ☎874-4971 ☎874-7051(Emergency Hotline)	Japanese only	Mon-Sat 9:00 to 17:15 (closed on Sun. and Holidays)
	Kyoto City International Foundation ☎752-3511 http://www.kcif.or.jp/	English, Chinese, Korean, others	9:00 to 21:00 (closed on Mon. and New Year's Holiday)
Consumer	Consumers Living Center ☎256-0800 Free consultation about troubles relating to goods and services.	Japanese only	Mon-Fri 9:00 to 17:00

Interpretation and Counseling Service for Non-Japanese	Kyoto City International Foundation ☎752-1166 Interpretation and Counseling Services are available via telephone in regards to administrative procedures. kokoka Kyoto International Community House	English	Tue,Thu 9:00 to 17:00
		Chinese	Wed,Fri 9:00 to 17:00
Human rights	Ministry of Justice Foreign-language Human Rights Hotline ☎0570-090911 Human rights counselling for those who are unable to speak Japanese fluently.	English, Chinese, Korean, Filipino, Portuguese, Vietnamese	Weekday 9:00 to 17:00 (Closed on weekends, holidays and New Year's Holiday)
Other	Kyoto Itsudemo Call ☎661-3755 Provides information and guidance about events, facilities, the municipal system and administrative procedures	Japanese only	7days a week 8:00 to 21:00

2. Emergency and Disaster

2-1 Making Emergency Calls



<When making an emergency call>

*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). It will take approx. 20 seconds to connect, please stay on the line until you are connected).

* While calling, do not panic and be sure to 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.

* When making an emergency call from a mobile phone, be sure to 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 cannot obtain the Traffic Accident Certificate or *Kotsujiko Shoumei-sho*, which is required to receive insurance claim payments.
- * Confirm the address and name 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 examination. 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.
- * 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

For Kyoto City Bus contact- Kitaoji Transportation Information Desk ☎493-0410

For Kyoto City Subway contact- 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 for a Certificate of Loss or *Funshitsu Shomeisho* then report the loss along with your Certificate of loss issued by the police to your ward 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 of loss issued by the police.

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 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 receiving or transferring 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 Monday to Friday 9:00-17:45

(Closed Public Holidays, and New Year Holiday Period)

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 Injury and sudden illness

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.

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

☞ **Go to Hospitals and Clinics open at night and on holidays on pg.268.**

2-4 Fire

Calling the Fire Department (Dial 119)

If a fire breaks out, shout out “*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 temporary evacuation center and hospital. Ask your neighbourhood association (*Chonai-kai*) or the volunteer fire brigade (*Jishubousai-kai*) in your vicinity about the location of temporary emergency shelter and evacuation center.

Designated Refuge Areas and Regional Refuge Areas Map

<http://www.kcif.or.jp/HP/jigyo/saigai/en/hinanjo-map/index.html>

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!*” 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 center. Do not use a car or a motorcycle.

(9) Help others in emergency relief works.

Work together with others to help the elderly, physically handicapped, and/or injured people.

(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)

During 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 inform people about the start of the service through TV and radio. To use the service, dial 171 and follow the recorded Japanese instructions.

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/MMD/accept_mails

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

<http://kyotobousai-c.com/english/index.html>

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.

- (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. Be prepared for a potential blackout. Have a flashlight and/or candles ready. Also, remember to stock spare batteries.
- (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 and physically handicapped people to a safe place as soon as you can.
- (11) If you live on or close to a mountain or near cliff and are unable to evacuate your residence in time, please go to the place on the second a higher floor away from the slope.

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, if possible try sweeping the gas out. 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.76

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

A Risai Shomei-sho (Disaster Victim Certificate) 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 Risai Shomei-sho (Disaster Victim Certificate)

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 the ward office/branch office in your residence area.

II. Starting a New Life

1. Status of Residence

* To find out what activities you are permitted to conduct in Japan and how long you are permitted to stay in Japan, check your passport. If you have your residence card, you can check your residence status and period of stay on it, too.

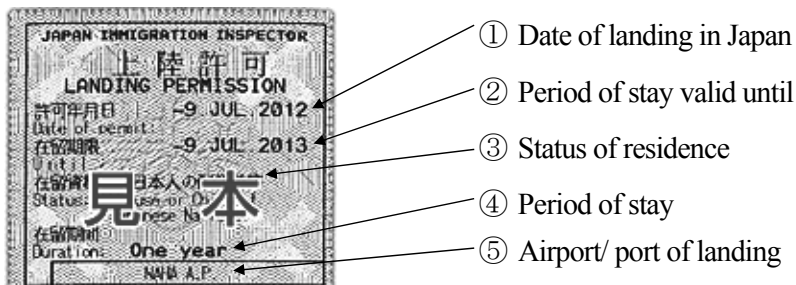
*** If you entered Japan on a short-term tourist visa for tourism or another purpose, you are not permitted to work in Japan.**

* 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 before the expiration date 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, you do not need to obtain a re-entry permit if you plan to return to Japan within 1 year, are carrying a valid passport and your Residence Card (valid re-entry within 1 year of departure or before the expiration of your period of stay), but you must complete the procedures under the Special Re-entry Permission System. 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) If you wish to re-enter Japan, please check box 1 indicating “Departure with Special Re-entry Permission” on your Embarkation and Disembarkation Card for Re-entrants (ED card).



Reference: Immigration Bureau website <http://www.immi-moj.go.jp/>

Kyoto Branch Office of Osaka Regional Immigration Bureau

(Osaka Nyukoku Kanrikyoku Kyoto Shuccho-sho) ☎752-5997

4F Kyoto Daini Chiho Godo Chosha

34-12 Marutamachi Kawabata Higashi-iru, Sakyo-ku, Kyoto

Office hours: Monday to Friday 9:00 to 12:00, 13:00 to 16:00

Access: Keihan Railway, 7 min walk from Jingu-Marutamachi Station

Kyoto City Bus, 1-5 min. walk from Kumano-Jinja-mae stop

Immigration Information Center in Osaka

(Gaikokujin Zairyu Sogo Information Center – Osaka)

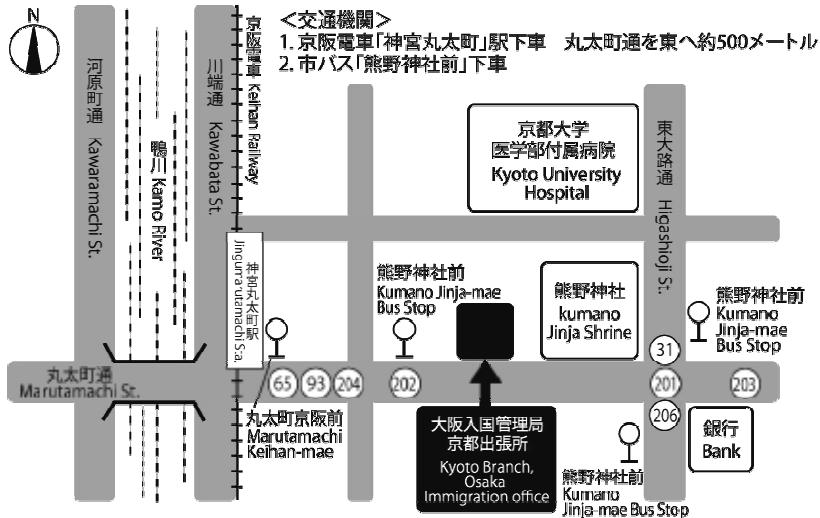
☎0570-1-3904 IP, PHS, 03-5796-7112,

International callers: 81-3-5796-7112

Office hours: Monday to Friday 8:30 to 17:15

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

< Access to Kyoto Branch Office of Osaka Regional Immigration Bureau >



Access Map ⇒ <http://www.immi-moj.go.jp/english/soshiki/kikou/osaka.html>

2. Procedures to be completed at your Ward Office

2-1 Report of address

If you receive permission from the immigration office 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. For Special Permanent Residents, you must not only report your address, but also other information, please complete Registration of Change in Registered Matters Other than the Place of Residence (*Jyuushoigai no Kisaijikou no Henkou Todokede*) to your ward office, ward branch office, or sub-branch office.

☞ Find your ward office, ward branch office and sub branch office of your area at pg.202

○For the mid to long term residents (※)

Notification (type)	Applicant	When to report	Items to Bring
-When you arrive in Japan	Yourself	Within 14 days of the change	*Resident card (In case your resident card has not been issued, your passport)
-When you move to Kyoto City from another city -When you change your address within Kyoto City	Yourself	Within 14 days of the change	*Resident card *Individual Number Card or Notification Card *Certificate of Moving Out (<i>Tenshutsu Shomeisho</i>) (if you already have used your Individual Number Card for moving procedures at the place you are moving from, this document is not required)
-When you move out of Kyoto City	Yourself	Until the day you move out of Kyoto	*Resident card *Individual Number Card (card holders only)

<p>-When your resident card gets dirty or damaged</p> <p>-When you extend your period of stay</p>	<p>It is necessary to apply at the Immigration Office, please contact them directly for more details.</p>
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(※) Mid to long term residents are foreigners, 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.

- | |
|--|
| <ul style="list-style-type: none"> ①Persons granted permission to stay in Japan 3 months or less ②Persons granted “Temporary Visitor” status ③Persons granted “Diplomat” or “Official” status ④Persons recognized by the Ministry of Justice ordinance as equivalent to foreign nationals in categories ①-③ ⑤Special Permanent Residents ⑥Persons with no residence status |
|--|

○Special Permanent Residents

Notification (type)	Applicant	When to report	Items to Bring
<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 of the change</p>	<p>*Special Permanent Resident Certificate</p> <p>*Individual Number Card or Notification Card</p> <p>*Certificate of Moving Out (<i>Tenshutsu Shomeisho</i>)</p> <p>(However, if you already have used your Individual Number Card for moving procedures at the place you are moving from, this document is not needed)</p>

-When you move out of Kyoto	Yourself	At the time you move out of Kyoto	*Special Permanent Resident Certificate *Individual Number Card or Notification Card (card holders only)
Any other change such as name or nationality written on the certificate other than address	Yourself	Within 14 days of the change	*One photo (if you are under 16, a photo is not necessary) *Any official document that proves the change. *Passport (if any) *Special Permanent Resident Certificate
-When your Special Permanent Resident Certificate gets dirty or damaged	Yourself		*One photo (if you are under 16, a photo is not necessary) *Passport (if any)
-When you lose your Special Permanent Resident Certificate	Yourself	Within 14 days of realizing the loss	*One photo (if you are under 16, a photo is not necessary) *An official document that proves the loss of your Special Permanent Resident Certificate *Passport (if any)
Regular renewal	Yourself	①By the 7th birthday after the last renewal or the first application. ②For any change other than renewal of period of validity should be completed after the change and before the 7th birthday ③By the age of 16 years old	*One photo (if you are under 16, a photo is not necessary) *Special Permanent Resident Certificate *Passport (if any)

- *You must report your address yourself. If you are younger than 16 years old, one of your family members or a guardian will be accepted as your proxy. For more details please consult your ward office, ward branch office or sub-branch office.
- * When you arrive in Japan, a resident card will be issued to you at the following airports: Narita, Haneda, Chubu, Kansai, New Chitose, Hiroshima, as well as Fukuoka Airport. If you arrive at another airport or port, your resident card will be sent to you by post after you finish reporting your address to the ward office. For further information, inquire at the nearest Immigration Office.
- * A new resident card will be issued when your period of stay is extended or when your status of residency has changed. For further information, inquire at the nearest Immigration Office.
- * A Certificate for the Special Permanent Resident will be issued 2-3 weeks after at the ward office, ward branch office or sub branch office you submitted your original application.
- * Photos must be 4cm x 3cm and should display the applicants face from head to chest, facing forward, the wearing of a hat or cap is prohibited. Both monochrome and color photos are acceptable. Photos are not necessary for applicants younger than 16 years old.

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

Apply for it at the Citizens Affairs Section of your ward office, ward branch office or sub-branch office. Also, one of your family members (if you are living together) or another person who has a letter of proxy is also eligible to apply on your behalf.

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

You must return your resident card when you complete the embarkation procedure at the departing airport. If you are able to use special re-entry permission system, you do not need to return your resident card.

Notes: The New Resident Management System began in July of 2012. Under this change, the foreign resident registration system was abolished at that time.

Under the new system, Special Permanent Residents are issued Certificates of Special Permanent Residents, and other foreign residents are issued Resident Cards. For further information on the new system, visit the website of Immigration Office of the Ministry of Justice. (<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 insurance systems. **Everyone else must enroll in Employees' Health Insurance (*Kenko Hoken*) the other type of insurance under the public health insurance system. Exceptions are made for those who are covered by a company insurance system, medical service for the elderly aged 75 or over, or those who receive welfare benefits.** If you leave your job and your medical benefits stop, you must enroll in the National Health Insurance System. If you do not have health insurance, you will have to bear the full amount of your medical expenses.

☞ **If you are a company employee, or a dependent, please see pg.196 for “5-2 Main Types of Insurance”**

◆ If you join the National Health Insurance System

(1) As a basic rule when you visit a hospital or doctor for treatment, you will pay 30% of the total medical costs (those aged 70 -74, based on their income will pay 10%, 20%, or 30% of the cost) The cost for newborns to preschool age children will be 20%. Some medical treatments are not covered by this insurance, in those 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 your local ward office or 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. You must take your passport and resident card or your special permanent resident certificate, personal seal (if none, a signature is acceptable) 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 note even if you apply late, 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.54)

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 during the middle of a fiscal year, your insurance premium amount will be recalculated and changed based on the date of withdrawal.

◆ 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 head of the household (main income holder).
- (5) Persons who receive public assistance
- (6) Persons who are covered by medical service for the elderly aged 75 or over

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, disabled, and after a person's death. Those who live in Japan, including foreign 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.196 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, even 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 a 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 registration or *Konin Todoke*

*If neither you nor the person you are marrying is a Japanese Citizen then (3) does not apply.

(1) Place to complete registration

☞ **For your ward office, branch office or sub-branch office see pg.202**

(2) Necessary paperwork for foreign nationals

- **Certificate of legal capacity to contract marriage issued** from your embassy or consulate
- **Passport** (Depending on the information in your passport, additional documents may be necessary)

(3) Necessary paperwork for Japanese Citizens

- ***Koseki Tohon*** (a copy of your family register)

(If your register marriage is in Kyoto City and your family registration is in Kyoto this document is not required)

※Two witnesses who are legally adults aged 20 years old or older must sign and/or put their seals on the marriage registration form.

※Please be aware that it might not be possible to register your *Konin Todoke* on the day you submit your application, so please consult your ward office, branch office, or sub-branch office beforehand.

※After you finish registering your marriage in Japan, you must report your marriage to your country of citizenship. 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 visit Immigration.

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

Divorce

Ward offices, branch offices and sub-branch offices issue divorce paperwork. If a married couple has different nationalities, the law of the country in which they reside will be applied to divorce proceedings. For example, if your country does not recognize mutual divorce and you are married to Japanese citizen while living in Japan (divorces in which mutual consent for divorce is not necessary); in this case a divorce would not be possible because of Japanese law. However, if the couple has registered their marriage in another country, then they have to follow the legal proceedings of that country.

☞ **For the complete list of ward offices and ward branch offices see pg.202**

2-5 Birth Registration

When you have a new baby, you must register your baby and complete the *Shussho Todoke* at your ward office or branch office within 14 days after the birth.

(1) You must take the baby's birth certificate issued by your doctor

(2) Your seal (Signatures are also accepted)

Where to complete registration: the ward office, branch office, or sub-branch office where you live or where you gave birth.

2-6 Reporting a Death

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

Necessary Items: You must submit the death certificate issued by a doctor, your seal (signatures are also accepted)

Submit the *Shibo Todoke* at your ward office, ward branch office, sub-branch office or 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:

Odaiba Branch Office, Tokyo Immigration Bureau

9th floor of Tokyo Bay Godo-chosha 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 January 2018)

Real Estate Offices		Language	Address	Telephone
Elitz	Demachiyanagi	English	Grand Cosmos Demachiyanagi II 1F, 16-1Tanaka Sekiden-cho, Sakyou-ku	703-1300
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
	Shimogamo Office	English Chinese Korean	5-1 Shimogamo Takagi-cho, Sakyo-ku	721-0669/ 0120-80-0669
	Kyoto Sangyo Daigaku Mae Office	English	2-2 Kamigamo Ichoguchi-cho, Kita-ku	702-0669/ 0120-29-0669
	Kitaoji Ekimae Office	English Chinese	43-5 Koyama Kitakamifusa-cho, Kita-ku	493-0669/ 0120-44-0669

Flat Agency	Doshisha Daigaku Mae Office	English Chinese	643-6 Shokokuji Monzen-cho, Kamidachiuri-dori east of Karasuma-dori, Kamigyo-ku	0120-13-0669
	Monthly Office	English Chinese	Nihon-Seimei Yasaka bldg.7F, 843-2 Higashi-shiiokeji-cho, Shimogyo-ku	341-0669/ 0120-85-0669
Choei Global Desk		English Chinese	Koto-Karasuma-Manjuji bldg.9F No.60 ,369 Gokuishi-cho, Manjuji-dori West of Karasuma-dori, Shimogyo-ku	343-1558
House Network International Section		English Chinese	8-56 Tanaka Shimo Yanagi-cho, Sakyo-ku	708-1108
Sakura		English Chinese	Sakura bldg.8F, 356, 2-chome Tominaga-cho, Kawaramachi-dori noth of Matsubara, Shimogyo-ku	354-0123
Global Trust Network Osaka Office		English Chinese Korean	Osaka Ekimae Dai4 Building 21F, 1-11-4 Umeda, Kita-ku, Osaka	06-6348-0701

*If you are a student, the international student center or the student office of your university and the University Coop (**Seikyo**) will also be able to 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 (*Shiei Jutaku*), and Prefectural apartments (*Fuei Jutaku*). Generally speaking, the rent is lower than for private housing options. In order to apply for public housing, you must have already completed your registration as a foreign resident.

Name	Description	Contact office
Urban Renaissance Agency (UR Chintai) apartments	Obtain the application form at the Kyoto office of the Urban Renaissance Agency. Both individuals and families are eligible. A monthly salary of 4 times the amount of rent is required	Applications (including online) are accepted all year Kyoto Office of the Urban Renaissance Agency Tel:255-0499 http://www.ur-net.go.jp
City apartments	Obtain the application form at the city hall, ward offices and ward branch offices, at the beginning of the application period. Due to the large number of applicants, a public lottery is used to select eligible applicants. Rent is calculated on the basis of the income of the applicant.	Applications are accepted four times a year. (April, June, Sept, and Dec) Kyoto-shi Jutaku Kyokyu Kosha Tel: 223-2142 http://www.city.kyoto-jkosha.or.jp
Prefectural Apartments	Obtain the application form at the Kyoto Prefectural Office. Only families can apply, individual applicants are not eligible. Due to the large number of applicants, a public lottery is used to select eligible applicants. Rent is calculated on the basis of the income.	Applications are accepted six times a year. (Jun, Jul, Oct, Nov, Feb, and Mar) Kyoto-fu Jutaku Kyokyu Kosha Tel: 431-4157 http://www.kyoto-juko.jp/

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 one to three months rent must be deposited. Part of the deposit is refunded when the agreement is terminated.
- ③ **Gratitude money (*Rei-kin*)**: This is a non-refundable amount which is a kind of gesture of gratitude to the landlord. Generally, this amount is equivalent to two to three months rent.
- ④ **Handling charge (*Tesuryo*)**: You have to pay the handling charge equivalent to one month rent to the real estate agent.

*Rental agreements are normally valid for **one year**. When renewing your agreement, a **renewal fee (*Koshin-ryo*)**, equivalent to one to three 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

①Asking an acquaintance to be a guarantor

There is an insurance policy for international students, called “**Comprehensive Housing Insurance Policy for International Students**” (*Ryugakusei Jutaku Sogo Hoshu*). This might make it easier for an acquaintance to become your guarantor, because it might ease the psychological and financial burden on the guarantor.

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

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

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

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

③If you have difficulty finding a guarantor (in case of both international students and foreign residents), there are companies which provide guarantor services.

Name of the company	Language	Address	Phone Number
Seikatsu Bunka Koryu Center	Japanese only	c/o As Life Co., 4 th Fl. Shijo Bldg. 474-4 Niwatoriboko-cho, Shijo-Muromachi-nishiiru, Shimogyo-ku	254-7299
Global Trust Network Osaka Office	English Chinese Korean	Osaka Ekimae Dai4 Building 21F, 1-11-4 Umeda, Kita-ku, Osaka	06-6348-0701

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

◆Check with your landlord if any utilities (electricity, water, sewage, gas, etc.) are included in your rent.

◆Pay using automatic transfer of funds

It is convenient to use the automatic fund transfer system of banks and post offices to pay your utility bills. Application for this type of payment system can be submitted at the bank or the post office you have your 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 water and sewage service

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

<http://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	Tobu Office	592-3058
Kita Ward, Kamigyo Ward, Nakagyo Ward	Hokubu Office	462-3251
Ukyo Ward (excluding Keihoku area), Nishikyo Ward	Seibu Office	841-9184
Keihoku area of Ukyo Ward	Keihoku Branch Office	852-1820
Sakyo Ward	Sakyo Office	722-7700
Shimogyo Ward, Minami Ward, Fushimi Ward (excluding Daigo area)	Nanbu Office	605-2011
All of Kyoto City	Customer Service Corner	672-7770

◆What is necessary to start service?

Your customer number* and address

Water consumption charges are calculated based on the size of the supply pipe and the amount of water used. Payment is made once every two 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 office and provide them with the information on your card.

◆How to terminate water and sewage service

Contact the Customer Service at the Kyoto City Water Supply and Sewage Bureau; 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 Corner (p.76)

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 discount for using
automatic bank transfer payments*
*For automatic bank transfers, the
payment will be deducted from your
account on the date of transfer, and by
using this method you will get a discount
on your first payment.

Date of Transfer

Water consumption bill

Water meters are read every two 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

検針区・使用区コード	検針番号	戸数	呼び番	メーター番号
999	12345	67890	1	13 no. 100160

下水区分: 汚水区分 用途: 支払方法
区域内: 水道のみ 一般 口座振替

京都 一単 様

25年度 6期ご使用分 (12月3日 ~ 2月3日)

今回指示数	672 m ³
前回指示数	620 m ³
検針メーター使用量	m ³ (月日)
計戸汚水等排出量	m ³

今回ご使用水量 **52 m³**

前年同期使用水量 67 m³ 前年度使用水量 48 m³

ご請求予定額	13,326 円
お振替手数料	8,022 円
下水道使用料	5,304 円

口座振替手数料	-42 円
口座振替手数料	-42 円
割引後のご請求額	13,242 円

※この「割引後のご請求額」は、右記の請求 今月初日繰上返済日へ割引日におおきく減額とさせていただきます。ご利用の場合に適用いたします。 26年3月17日

次回検針予定日 4月1日

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 ³	汚水排出量	50 m ³
水道料金	7,644 円	下水道使用料	5,061 円
口座振替手数料	-42 円	口座割引額	-42 円
水道料金 (口座割引額適用後)	7,602 円	下水道使用料 (口座割引額適用後)	5,019 円

振替金額 12,621 円

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

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 electricity service

Contact the nearest sales office of:

Kansai Electric Power Corporation

<http://www.kepco.co.jp/> (Japanese/English)

Kyoto Sales Office ☎ 0800-777-8031

Fushimi Sales Office ☎ 0800-777-8033

◆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 appliances that do not match this current and voltage may cause damage to both the appliance and the circuits. **Please be careful as many of the appliances brought from overseas 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 this happens, turn off some of the appliances and turn the breaker back on.

Gas

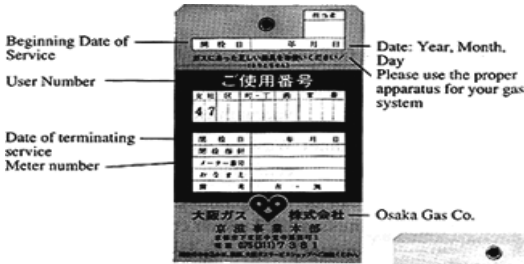
There are two types of gas, natural gas (city gas) and LP (Liquefied Propane) gas.

Please check which type is used at your residence.

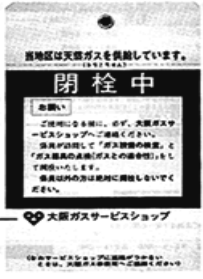
(1) City Gas

◆How to Start and Terminate City Gas Service.

Call Osaka Gas Co. Ltd. and give them ①your name ②customer number, ③ address, and ④telephone number.



Date: Year, Month, Day
Please use the proper apparatus for your gas system



→Warning
Do not attempt to turn on the gas system in your household or building. Only employers of the gas company are permitted to handle the opening and closing of a gas system. Should you wish to begin service, please contact the Osaka Gas Company Service Section. A serviceman will call upon your home or building to check gas appliances etc. before turning on your gas unit.

Osaka Gas Company Service Shop
Natural gas is used in this area.
Terminated Gas System

※A service representative from Osaka Gas will come to your residence to open the gas valve. You must be present at that time.

Osaka Gas : <http://www.osakagas.co.jp/index.html> (Japanese and English)

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

◆Gas appliances

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

If you any purchase secondhand appliances, please ask a representative from the gas company to come to your home to inspect and hook up the appliance.

◆Rates

Gas bills must be paid **every month**. If you don't use the automatic bank transfer system, a fee notification will be sent to you followed by your gas bill one week later.

◆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 confirm they are safe for LP gas usage.

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.

Contact offices:

Kyowa Pro Kyoto Office:

☎691-7161

Iwatani Kinki:

☎0120-563-056

Uehara Sei Shoji Kyoto Factory:

☎611-3293

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

3-4 Telephones and international calls

Landline

◆Telephone Installation (Application for usage)

Contact: NTT ☎116

Location: nearest NTT office

Necessary Items: Your passport or resident card, contract form, contract fee (¥864)

◆Billing

Billing for telephone service is done monthly; your bill includes the basic subscription fee (¥1,836 a month) and charges for calls.

◆Telephone Directory

Subscribers to telephone service receive a telephone directory 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, and potentially a credit card with you when you visit a service provider. In Japan, the use of mobile phones is prohibited in public transportation and certain facilities such as buses, trains, and hospitals. Using a mobile phone is prohibited by law while operating a vehicle or riding a bicycle.

International calls

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

How to make an international call from Japan

Dial the international phone number + 010 + Country Code + Area code without 0 + Telephone number

<Major International Telephone Companies>

Name of company	International Code	For inquiries
KDDI	001	0057 (Free for 24 hours)
Softbank Telecom	0061	0120-03-0061 (Free between 9:00 to 17:00, excludes new year's holiday period)

NTT Communications	0033	0120-506-506 (Free between 10:00 to 19:00, excludes Sunday, national holidays, and new year's holiday period)
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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 yearly subscription fee to NHK.**

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

Fees (Example: payment by automatic transfer or credit card)

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

*Payment methods include automatic transfer, credit card, payment 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/>

*You can watch BBC World (English) at kokoka Kyoto City International Community House (free of charge)

◆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 and 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/>

◆ **Subscribing to foreign language newspapers**

JAPAN TIMES, International New York Times ☎751-5700

JAPAN NEWS ☎761-0502

Renmin Ribao (Chinese) ☎042-394-9738 Akioka Office

The Chosun Ilbo (Korean) ☎03-6240-9788 KN Japan

OCS(OVERSEAS COURIER SERVICE) ☎03-5534-7969

◆ **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, Beijing Youth Daily	Du Zhe, Zhi Yin
Hong Kong	Ming Pao News	Asia Weekly
Taiwan	United Daily News	
Korea	The Chosun Ilbo	Woman Donga
India	The Hindu	
Thailand	Thai Rath	
Australia	Sun Herald	
UK	The Guardian	New African
USA	New York Times	Harper’s, Utne Reader, National Geographic, Road & Track
Japan	Japan News, International New York Times, The Japan Times,	

(As of Jan. 2018)

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 differ from area to area. Please ask your neighbors about the collection information for your neighborhood. Collection dates can also be found on the following website.

Recycling Society Promotion Department of Kyoto City

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

Collection date/map

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

◆How to dispose 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. If you don't use the correct type of designated garbage bag, your garbage will not be collected by the city.

Designated bags are sold at retail shops, supermarkets and convenience stores.

Burnable garbage bags

Each pack contain 10 bags

One pack of 45ℓ bags: ¥450

One pack of 30ℓ bags: ¥300

One pack of 20ℓ bags: ¥200

One pack of 10ℓ bags: ¥100

One pack of 5ℓ bags: ¥50

Recyclable garbage bags (cans, bottles, etc.)

Each pack contain 5 bags

One pack of 45ℓ bags: ¥110

One pack of 30ℓ bags: ¥75

One pack of 20ℓ bags: ¥50

One pack of 10ℓ bags: ¥25

◆For further information call

Waste Reduction Promotion Section ☎213-4930

City Beautification Promotion Section ☎213-4960

*Garbage disposal handbooks in English, Chinese and Korean are also available at ward

offices, beatification centers and the Kyoto City International Community House *kokoka*.

◆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; transparent bags can be used instead. For more information please ask your management company.

*Illegal disposal of garbage is a punishable offense. Please be aware that disposing garbage outside of the prescribed standards may result in a fine or jail time.

<Garbage>

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

	<p>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>*Bottles for cosmetics and drugs, glasses, and PET bottles other than the ones used for beverages and soy sauce are classified as burnable garbage.</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.</p>
<p>Plastic containers and wrappings</p> <p>Trays, bags, wrappings, cling wrap, bottles, cushioning, cups, tubes, lids, caps etc.</p>	<p>Collected once a week.</p> <p>*Put your garbage bag at the designated collection point for recyclable garbage by 8:00 AM on 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>Small size metal items, spray cans</p> <p>Pans, kettles, frying pans, kitchen utensils, spray cans, gas cartridges etc.</p>	<p>Collected once a month</p> <p>Put all items in a transparent plastic bag marked “Small sized metal items, spray cans”, and place it at the recyclable garbage collection point.</p> <p>*Spray cans and gas cartridges should only be disposed of after their contents have been completely expelled. Please place these items in a separate bag. Do not puncture and place with other Small sized metal items.</p>

<p>Oversized Refuse Furniture, futons, etc.</p>	<p>You must call and schedule a collection time for large items, please call the <i>Ohgata Gomi Uketsuke Center</i>. 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><i>Ohgata Gomi Uketsuke Center</i> ☎0120-100-530 (toll free) * For mobile phones ☎0570-000-247 (fee required) Open every day from 8:30 to 16:30 except year-end and new year holidays After verifying the cost, collection day, and collection point, please purchase “Oversized Trash Disposal Stickers” at any convenient store and affix them to your items for disposal.</p>
<p>Pick up for deceased dogs, cats and other pets</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. Fee: ¥4,730 per animal (If the animal has no owner, then no fee is needed.)</p> <p>Dead Animal Collection Center: ☎0120-100-921 (toll free) ☎0570-000-614 from cell phone (fee) Open Mon-Fri 8:30 to 16:30 (Including National Holidays) Sat & Sun 8:30 to 11:30 Closed on year-end and new year holidays</p>

<Recycling>

Items	Important Points about How to Recycle
<p>Air conditioners, TV sets (including liquid crystal and plasma),refrigerators, washing machines, laundry driers</p>	<p>The law stipulates that when you no longer need the items described on the left column, then they must be returned to point of purchase. Handling charges apply.</p> <p>Kaden Recycle-ken Center ☎0120-319-640 Waste Reduction Promotion Section ☎213-4930 City Beautification Section ☎213-4960</p>

<p>Newspapers, cardboard, miscellaneous recyclable paper (magazines, flyers, and other recyclable paper types)</p>	<p>There are many collection points for recyclable paper</p> <p>①Community Collection (area organization collection point)</p> <p>②Recyclable Paper Collectors</p> <p>③Miscellaneous 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.</p> <p>You can also bring recyclable paper to City Beautification Offices, Kamigyo Recycling Station, Ward Offices and Ward Branch Offices. Ward Offices and Branch Offices have designated collection dates (twice a month). Please call 213-4960 City Beautification Section for dates.</p>
<p>Used tempura oil</p>	<p>Pour used tempura oil into a PET bottle or other container and take it to the one of 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>
<p>Reusable bottles (Beer, Sake bottle)</p>	<p>Reusable bottles are collected at City Beautification Offices, Kamigyo Recycling Station, Ward Offices and Branch Offices, and some liquor shops.</p>
<p>Florescent bulbs</p>	<p>Strait tube type (20W/40W) and circular type are collected at City Beautification Offices, Kamigyo Recycling Station, Ward Offices and Ward Branch Offices, 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).</p>
<p>Dry cell batteries (button batteries, rechargeable batteries)</p>	<p>Collection boxes for dry batteries are installed at the Ward Beautification Offices, Kamigyo Recycling Station, Ward Offices, and Ward Branch Offices.</p>
<p>Paper Cartons</p>	<p>Rinse their inner side with water, cut open and dry. Collection is available at Ward Beautification Offices, Kamigyo Recycling Station, Ward Offices, Ward Branch Offices. Some supermarkets collect them.</p>

<p>Used Small Household Electronics</p>	<p>Small battery powered house hold electronics or accessories. *There are exceptions Within Kyoto City Ward Offices, City Hall, participating stores and subway stations have collection boxes. There is a cooperation program with participating stores, 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. -4 types of household electronics (TVs, refrigerators, air conditioners, washing and drying machines), computers, except for oil stoves/heaters, items should be 30cm x 40cm x 40cm</p>
<p>*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</p>	

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 21st of every month (Minami Ward) ☎691-3325

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

The 25th of every month (Kamigyo Ward) ☎461-0005

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

The 15th 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 8th, 18th, and 28th of every month

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

◆ **Thrift Sale (Kyoto YWCA/ Kamigyo Ward)**

The 1st and 3rd Saturday of every month, 11:00-14:00

(Closed National Holidays, August) ☎431-0351

◆ **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 every Friday (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 on the basis of national origin and creed regarding paying wages, working hours, and other employment conditions. Foreign 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 resident status (*zairyuu shikaku*) that allows you to work, and also the job must be within the qualifications permitted by your resident status.

◆Looking for a job within Japan

You can find a job through 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 through a computer network where one can obtain information about the availability of 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. A service corners for the Employment of Foreign Residents and International Students and Support for New Graduates provide employment information and job introduction for international students and foreign residents who have professional knowledge and skills.

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 (a part time) 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 foreign 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.

◆ Consultations

① Consultation Counter for Foreign Workers,

Kyoto Labor Bureau ☎241-3214

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

Consultation hours: Tues, Thurs 9:00 to 16:00 (closed 12:00 to 13:00)

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

*Consultations in Japanese is available on Monday and Friday at the Kyoto Labor Bureau 1F General Labor Consultation Corner.

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, 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 to 15:00 (closed 12:00-13:00)	0570-001701
Chinese			0570-001702
Portuguese			0570-001703
Spanish			0570-001704
Tagalog	Tue, Wed		0570-001705
Vietnamese	Wed, Fri		0570-001706

※1 : Closed 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 “**Consultation Counter for Foreign Workers**” and/or “**the 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 and if possible the contract should state the evaluation criteria for renewal)
- (3) Place of work, details of work and working conditions
- (4) Working hours, including start time and finishing time, overtime work, breaks, paid

leave, holidays, etc.

- (5) Wage, way 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)

Ask the company if they have their working rules and terms (*shugyo kisoku*) in writing. If they have, read the contents 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 Childrearing Support Office of your Ward Office or Branch Office, and receive a **Mother 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.

*With your Mother and Child Health Handbook, you will receive *Jyushin-ken* Checkup coupons for maternity health check-ups that will help with the cost of health check fees.

***The Public Health & Welfare Center Childrearing Support Office at your Ward Office or Ward Branch Office** issues the Mother and Child Health Handbook. You will have a consultation with a public health nurse on health issues when you receive this handbook. 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.202 for the list **Public Health & Welfare Centers Childrearing Support Office in Ward Offices and Branch Offices.**

◆The Mother and Child Health Handbook



This handbook plays an important role in protecting the health of mothers and children.

If you are pregnant, **you can receive the Mother and Child Health Handbook at the Public Health & Welfare Center Childrearing Support Office of your Ward Office. 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 health in this handbook. You can also keep the record of **vaccinations** in this handbook. Please be sure to take it with you whenever you visit a hospital or the **Public Health & Welfare Center Childrearing Support Office.**

☞See pg.142 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 Childrearing Support Office** will visit the mother's home and advise her about childrearing.

◆What to do after your baby is born?

- ①Obtain a **birth certificate** from the hospital
 - ②Report the child's birth by taking the birth certificate to the ward office and filing the **Birth Registration** form within 14 days after the birth.
 - ※If one or both parents are foreign nationals, it is necessary to also **report the birth of their child** to their embassy or consul general.
 - ③Special Permanent Residents must obtain the status of Special Permanent Resident for their child at the Ward Office.
 - ④In case of medium and long term residents, bring the child's Birth Registration Certificate or Resident Certificate to the immigration office to get the status of residence for your child. (If your baby is supposed to stay in Japan for 60 days or longer, you must finish the procedure within 30 days after birth.)
 - * Obtain a passport for your baby at your embassy or the consulate. Enroll your baby in your health insurance system as a dependent.
 - *Take your child for regular medical check-ups.
 - * **Public Health & Welfare Center Childrearing Support Office** at your Ward Office or Ward Branch Office offer **health checks and vaccinations to infants for free.**
- ☞ **For further information, inquire at a Public Health & Welfare Center Childrearing Support Office. listed on pg. 202**

◆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, even if the mother later has a miscarriage or stillbirth.** For the National Health Insurance System, **those who are eligible for the Maternity Medical Compensation Policy will receive ¥420,000 for delivery.**

Those who are not eligible for this program will receive ¥404,000.

☞ **Visit the Health Insurance and Pension Section of your Ward Office or Ward Branch Office (Keihoku Branch Office Welfare Section) pg. 202**

◆ **Dispatching Interpreters for Maternal and Child Health Project**

For parents of infants and young children with health check appointments, who are foreign nationals and do not feel able to converse with public health nurses in Japanese, interpreting service is available. Please consult **the Public Health & Welfare Center Childrearing Support Office at your ward or branch ward office** for more information.

5-3 Assistance for families with young children

◆ **Medical cost reduction program for children**

With this program, you will pay only ¥200 per month per medical institution for children ages 0 to 3rd year of junior high school, who received medical care while hospitalized. For outpatient treatment for children younger than two years, you will pay only ¥200 per month per medical institution. For children between the ages of three and 3rd year of middle school, you will pay only up to ¥3,000 per month per medical institution. If the total medical fees exceed ¥3,000 a month, you can submit an application and once accepted, the program will reimburse the exceeded amount.

☞ **Child & Family Support Section (☎251-1123) or Public Health & Welfare Center Childrearing Support Office at your Ward Offices and Ward Branch Offices pg. 202**

◆ **Child Allowance (*Jidou-ate*)**

A parent or parents raising children under 3rd year Junior High student (16 years old) can qualify for monetary support (Child Allowance).

☞ **Child & Family Support Section (☎251-1123) or Public Health & Welfare Center Childrearing Support Office at your Ward Office and Ward Branch Office pg. 202**

◆Support Program for Single Parent Family

(for single parent households)

*If you are suffering financial hardship, the city offers a loan

(Boshi Fushi Kafu Fukushi Shikin)

*There are computer classes and other classes to acquire skills necessary for work available

*You will receive priority in the public housing program.

*Medical expenses are partly covered by the city

(Hitori-oya Katei tou Iryohi Shikyu Seido)

*Child Care Allowance is provided

There are also some other forms of assistance for single parents.

☞ **Visit a Childrearing Support Office (Public Health & Welfare Center) see pg.202**

◆Counseling on raising children

Contact the following offices:

Child Welfare Center (open Mon-Fri 8:00 to 17:00) ☎801-2929

Public Health & Welfare Center Childrearing Support Office at your Ward Office and Ward Branch Office (open Mon-Fri 8:30 to 17:00)

5-4 Child-Care Service (*Hoikusho*)

Child daycare centers accept children younger than elementary school age. The fee is determined by family income.

◆Eligibility for Child-care services

This service is available for parents who cannot take care of their children, because of work, study or illness.

◆How to Apply

Submit documents proving your eligibility, such as working certificate, student ID, etc., and if you were not a resident of Kyoto City as of January 1, 2017, you must show a tax payment certificate. Please bring these documents to the Public Health & Welfare Center at your Ward Office or Ward Branch Office.

☞ **Public Health & Welfare Center (*Hoken Fukushi Center*) at your Ward Office or Ward Branch Office, see pg. 202**

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

◆Children’s Centers (*Jido-kan*)

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

◆*Gakudo-Club*

This program aims at the safety and healthy growth of those children in the lower grades of elementary school whose parents are not at home during the daytime. This program is conducted at *Jido-kan* and *Gakudo* child-care centers. Children can participate in this program after school. In order to use this program, one must apply in advance.

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

◆Childcare Station “Hot Chat” for mothers and fathers

For parents raising children in Kyoto, foreign residents and Japanese citizens alike, it is okay to bring your child with you.

Time and Date: 1st Sat and the 3rd Tues of every month 14:00 -15:30

Venue: Room on 3rd Floor of *kokoka* Kyoto International Community House

◆*koko kids*

Education Support for Children: Japanese language support for studies at school and homework. Playtime is available to make this program an enjoyable experience for children.

Date: 1st Sat and 3rd Tues of every month 15:30-17:00

Location: Volunteer Room 3rd Floor of *kokoka* Kyoto International Community House

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

A free facility with a large-size playground equipment in the *Kodomo Genki Land* area (for children who have not entered elementary school accompanied by a parent or guardian) and a children’s library full of pictures to enjoy at the *Kosodate Toshokan*.

Open: *Kodomo Genki Land* Weekdays 9:00-18:00, Weekends & Holidays 9:00-17:00

Children's Library (*Kosodate Toshokan*)

Weekdays 9:30-20:30, Weekends & Holidays 9:30-17:00

Closed: Tuesday (if a national holiday occurs on a Tuesday then the facility will be closed the following weekday) & the new year holiday period

☎254-5001 <http://kodomomirai.or.jp/>

◆Kyoto University of Art & Design, Art & Culture Information Center Piccoli

A free children's library that anyone can use. There are picture books and children's literature related materials as well as books written in English. Readings and craft activities are held and children may play with the facility's toys.

Open: Thursday- Saturday 10:30-18:00, Sunday 10:30-17:00

Closed: Monday-Wednesday, and days the university has their own events

☎791-8013 <http://www.piccoli.jp/>

◆Other

There are often events, including picture book readings, held at Kyoto City libraries. Please check with your local library for details.

☞ Libraries pg.210

6. Education

6-1 Japanese Education System

In Japan, the education system is comprised of six years of elementary school, three years of junior high school, three years of senior high school, and 4 years of University (2 years of junior college). Elementary through junior-high school education is compulsory. In principle to enter senior high school and university, one must pass an entrance examination. In addition, there are some vocational schools which target 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 three to six are eligible for kindergartens.

City Kindergartens

The City of Kyoto operates 15 kindergartens which accept children between the age four and five from April 1 (some kindergartens also accept 3 year-olds). The area in which you live determines which Kindergartens are possible to enroll your child in.

School Guidance Section of the Secretariat of 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, Junior and Senior High School Education

Elementary & Junior High Schools

◆ Procedures for enrolling foreign children into Japanese elementary and junior high schools.

- ① When you register your address with your Ward Office or Ward Branch Office, mention that you would like to enroll your child in a Japanese Elementary or Junior High School and receive a Transfer Notice or Entering School Guide (document) (*Tennyugaku Tsuchisho* or *Shugaku no Goannai*).
- ② Get information about the different elementary or junior high schools your children could attend.
- ③ Visit a school and submit the **School Entrance and Transfer Notice or Entering School Guide** (*Shugaku no Goannai*). The school will give you the **Enrolment Form for Foreign Children** (*Gaikokujin shugakutodoke*). Please complete all necessary procedures, including filling out the enrollment form and returning it to the school.

Research Section, Secretariat of Board of Education ☎222-3772

- ◆ Text books for elementary school and junior high school are **free**. School lunch, which is served at elementary schools, **costs ¥4,700 yen per month**. Junior high school pupils can choose between school lunches and homemade lunches every month. One school lunch costs ¥310 yen. A **Financial support program** is available for those families with financial difficulties. Ask a teacher at your child's school about how to apply for the School Aid System (**Shuugaku enjyo**).

Research Section, Secretariat of Board of Education ☎222-3817

Physical and Health Education Office, Secretariat of Board of Education ☎708-5323

◆ **If your child cannot speak Japanese**

Children, who cannot speak Japanese, are able to receive Japanese lessons at the school.

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

Senior High School

Senior high school education is not compulsory in Japan. There are public schools (national, prefectural and municipal schools) and various types of private senior high schools. **The academic level of the children who want to enter Japanese senior high schools must be equivalent to a Japanese junior high school education.**

◆ **For further information about public senior high schools, contact**

School Guidance Section, Secretarial of Board of Education ☎222-3811

High School Education Section, Secretarial of Board of Education,

Kyoto prefecture ☎414-5848

For families of students who would like to enter high schools but have financial difficulties, there is a **High School Entrance Support System** where financial support is available (for high school or vocational schools).

◆ **For further information about High School or Vocational School Entrance Support,**

contact Child & Family Support Sub-Office ☎251-1123

or your ward or branch ward office's Childrearing Support Office (Public Health & Welfare Center) P. 202

6-4 International Schools

There are some international schools where the classes are taught in English, French or Korean. Such schools are classified as schools of “miscellaneous category” by the School Education Law. Some Japanese universities refuse to allow the graduates of these schools to take their entrance examinations. However, depending on the school,

graduates may qualify to take Japanese university entrance exams. For details, inquire at the school.

Name of school	Address	Number
Kyoto International School	Kitatawara-cho 317, Yoshiyamachidori Nakadachiuri-sagaru, Kamigyo-ku	451-1022
Lycée Français International de Kyoto	411 Motoshinmei-cho, Tominokoujiodori Gojo-agaru, Shimogyo-ku	354-5240
Educational Foundation Kyoto Korean School (Kyoto Chosen Gakuen) Kyoto Korean Junior-High and High school	Toyama-cho 1, Kitashirakawa, Sakyo-ku	791-1131
Kyoto Korean Beginner's School	Okurisu maruyama 1-2, Fushimi-ku	573-3311
Kyoto Second Korean Beginner's School	Umezushirimizo-cho 3, 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. They are closed on **Sunday and National Holidays**.

*In case of emergency health problems, call an ambulance.

☞ See pg. 22 for emergency calls

*When a doctor prescribes medicine for you, make sure they give an adequate explanation of the medicine and potential side-effects.

◆ Points to observe at hospitals and clinics

- (1) If you have problem communicating in Japanese, you may use an interpreter service or come with someone who can interpret for you.
- (2) If you do not understand, ask questions immediately.
- (3) Ask your doctor to explain your test results and any prescribed drugs in Japanese that is easy to understand.
- (4) Be on time for your appointment.
- (5) Mobile phones and other electronic devices are prohibited in hospitals and clinics.
- (6) If you have trouble with inpatient cost or have questions about the health system, please consult with your hospital or if the hospital has a social worker, then 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 don't know any of such programs, ask a social worker. Consultation is free and privacy is protected, feel free to consult a social worker or use another consultation services.

◆List of departments of a hospital

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

Psychiatry (*Seishinka*): treatment of mental health and mental illness

Neurology (*Shinkei-Naika*): specializes in treatment of the nervous system and related illnesses and diseases

Pediatrics (*Shonika*): treatment of infants and children

Surgical Department (*Geka*): treatment of disease and injuries by means of manual or operative procedures

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

Gynecology & Obstetrics (*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

Physical Therapy (*Rihabiriteishon*): 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.

Anesthesiology (*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 having a medical insurance, you must pay the entirety of all your medical expenses, which can sometimes be very high. Some financial aid programs are available for elderly, infants, single parents and those suffering from incurable diseases.

Japanese Public Health Insurance Systems

Under Japanese universal public health insurance policy, all Japanese residents must be enrolled in a public health insurance system. There are two systems, one which is provided by places of employment, another one is available at the local governments. Private medical insurance cannot replace the public health insurance system.

Once you enroll in public health insurance, you must pay the premiums. When you use medical services after becoming sick or injured, you will only have to pay 30% of the whole medical cost. In addition, you can get refund for the cost of child delivery and for medical bills that exceeded the fixed amount.

Insurance Premium Reduction Program

◆Subsidy Program for National Health Insurance for Foreign Students

(Ryugakusei Kokumin Kenko Hoken Hojo)

kokoka Kyoto City International Community House provides a National Health Insurance subsidy (*Ryugakusei Kokumin Kenko Hoken Hojo*) to privately funded foreign students who live in Kyoto and are enrolled at a university or a junior college in Kyoto. The maximum amount of subsidy for students on a student visa is ¥700 a month (provided the student pays the premium). Applications for this program are accepted at the **kokoka Kyoto International Community House**.

<http://www.kcif.or.jp/HP/jigyو/student/jp/kokuho/index.html>

◆Reduction and Exemption Program for National Health Insurance Premiums

If you have difficulties paying the National Health Insurance premium because you were the victim of a disaster, are unemployed, faced bankruptcy or other hardships, your insurance premium may be reduced or exempted upon application.

☞ **Inquire at Health Insurance and Pension Section of your Ward Office or Ward Branch Office, see pg. 202**

Other Programs

◆Free or Low Cost Medical Service Program

This program is made for those who have difficulty in paying medical costs because of low income or other financial reasons. If eligible you can receive medical care free or at a reduced cost. In order to apply to this program, you must visit a medical institution connected with program for an examination and submit documents certifying your household income.

☞ **Kyoto City Livelihood Welfare Section**

☎251-1175

1-3 Health Examinations and Vaccinations

(1) Health checkup

It is recommended undergo regular medical checkups to prevent serious illnesses.

Some examinations are free.

- *Specific health examination (40 to 74 years old)
- *Kyoto City health checkup (40 years old and above for those who receive public benefits)
- *Health examination for those who are covered by the latter-stage elderly healthcare system
- *Adult health exam (18 to 70 years old)
- *Adult health exam (for Kyoto City residents aged 18 to 39 who do not receive a health examination at work or school)
- *Tuberculosis test (15 years old or older)
- *Lung cancer test (40 years old or older)
- *Stomach cancer test (50 years old or older)
- *Colorectal cancer test (40 years old or older)
- *Breast cancer test (women 30 years old or older)
- *Uterine/cervical cancer test (women 20 years old or older)
- *Prostate cancer test (men 50 years old or older)
- *Stomach Cancer Risk Stratification Evaluation (ages 40, 45, 50, 55, 60, 65)
- *Dental consultation for adults and pregnant women (adults 18 to 64 years old and pregnant women)
- *Periodontal Disease Prevention Screening (over age of 40, 45, 50, 55, 60, 65, 70)
- *HIV and Sexually Transmitted Diseases Test- administered during daytime on weekdays (for those concerned they were exposed to HIV and/or sexually transmitted diseases)
- *HIV Quick Test & Sexually Transmitted Diseases Test during nighttime (for those concerned they were exposed to HIV and/or sexually transmitted diseases)
- * HIV Quick Test & Sexually Transmitted Diseases Holiday (for those concerned they were exposed to HIV and/or sexually transmitted diseases)
- *Hepatitis Virus Test (B, C) (for those concerned they were exposed to hepatitis)

➡ **Visit the Public Health & Welfare Center or Medical Sanitation corner at your ward office or ward branch office See pg. 202**

Ask the health insurance office that you are registered for regarding specific health examinations.

(2) Vaccinations

Regular Vaccination Schedule (vaccinations designated by the Vaccination Act)

Vaccination produces immunity (*meneki*) which allows you protection from developing an infectious disease after exposure. Although it is not under compulsion, you have a responsibility to vaccinate your children to protect their health. Vaccinations can be given throughout the year.

Illness	Vaccination frequency	Target age group [Average inoculation period]	Location where vaccine is available
BCG (tuberculosis vaccine)	Once	Within 1 st year [from 5 months to 8 months of age]	Public Health & Welfare Centers at ward offices and branch ward offices, Keihoku Sub-branch Office, or Kyoto City BCG vaccination cooperative medical facilities
Hib Infections (<i>H. influenza</i> Type B)	When you start in : [2 months- 7 months] 3 times, 1 additional [7 months -12 months] 2 times, 1 additional [12 months-60 months] 1 time	From 2 months of age to 60 months (5 years old) [Start from 2 months-7 months]	Kyoto City vaccination cooperative medical facilities

Pneumococcal (Infants & Children)	<p>When you start in :</p> <p>[2 months- 7 months] 3 times, 1 additional</p> <p>[7 months -12 months] 2 times, 1 additional</p> <p>[12 months-24 months] 2 times</p> <p>[24months-60 months] 1 time</p>	<p>From 2 months of age to 60 months (5 years old)</p> <p>[Start from 2 months - 7months]</p>	Kyoto City vaccination cooperative medical facilities
Hepatitis B	3 times	<p>Within 1st year</p> <p>[2 months -9 months]</p>	
Combined Vaccine (4 in 1)* ¹	<p>For the 4-in-1</p> <p>1st period: 3 times,</p> <p>1st additional: 1 time</p>	<p>From 3 months to 90 months (7 years 6 months)</p> <p>[Start from 3 months- 12 months]</p>	Kyoto City vaccination cooperative medical facilities
Diphtheria (DT)	2 nd period: 1 time	<p>From 11 years to 13 years old</p> <p>[11 years old]</p>	
Measles / Rubella (MR)	1 st period: 1 time	From 12 months to 24 months	

	2 nd period: 1 time	1 year prior to entering elementary school	
Varicella (Chicken Pox)	Twice	From 12 months to 36 months [12 months -15 months]	Kyoto City vaccination cooperative medical facilities
Japanese Encephalitis *2	1 st period: 2 times, 1 st additional: 1 time	From 6 months to 90 months (7 years 6 months) [Start when 3 years of age, with additional injection at 4 years of age]	
	2 nd period: 1 time	9 years to 13 years old [9 years old]	
HPV Uterine & Cervical Cancer	3 times (not recommended for the moment)	Girls from 6 th grade of Elementary School to 1 st year in High School [1 st year in Junior High School]	

*14-in-1 Combination Vaccine includes Diphtheria, Pertussis, Tetanus, and Polio

*2 For Japanese Encephalitis, exceptions to this schedule are listed below:

- ① For children under 20 born from April 4, 1997 to April 1, 2007 are still able to receive injections necessary are that additional to the current period 1 and 2 schedule.
- ② For children under 20 born from April 2, 2007 to October 2009 can still receive injections necessary that are additional to period 1 (however this is limited from age 9 to 13) .

2. Banks and Post Offices

2-1 Opening a bank account

(1) How to open an account

To open an account at a bank or post office account, you must follow the application procedures. An ordinary saving account (*futsu yokin koza*) can be opened and you will receive a cash card (ATM card) for depositing one yen or more.

< What items are needed for opening a saving account? >

- ① Resident card
- ② Health Insurance Card
- ③ Student ID (if you are a student)
- ④ Your seal (depending on the institution, signatures are acceptable)
- ⑤ Cash (one yen or more)

◆Cash card (ATM)

Cash cards are very convenient for depositing and withdrawing money. To access your account, you must enter your pin or **four digit code number** into an 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 vary depending on the institution

(2) Using automatic debit transfer to pay for utility bill

You can use automatic debit transfer to pay for public utility bills, such as electricity, gas, telephone, NHK subscription fee, etc. You must bring your seal and **your customer**

number with you to the bank to apply for this service. These charges can also be paid at any convenience store.

2-2 Overseas Remittances

◆From banks

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

◆From a Post Office

<International Postal Remittance>

① Sending money directly to a recipient's address

Send a **foreign exchange certificate** (*kawaseshou-sho*) directly to the address of the recipient by post. The recipient should submit this to their local post office to collect the money.

② Sending money to someone's saving account

You may also transfer money to a **recipient's postal saving account**. The handling charge for this method is less than sending money to the recipient's address.

<International Postal Transfer>

International postal transfer can be used only if both the sender and receiver have postal transfer accounts. **This service is not available for some countries. The time it takes to complete a transfer varies from country to country.**

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

☎ 365-2511

2-3 Money Exchange

◆Exchanging Foreign Currencies

Banks that exchange foreign currency usually have signboards displaying “Ministry

of Finance Authorized Money Exchanger”. They also accept traveler’s checks.
Some discount ticket shops also offer money changing service.

Name of money changer	Address
Tis Kyoto Store ☎ 352-5341	In front of the central entrance of JR Kyoto Station
Money Changing Corner, Mitsui Sumitomo Bank, Shijo Branch ☎ 223-2866	Marui Bldg. 1 st Floor Shijo-Kawaramachi
World Currency Shop ☎ 365-7750	Kyoto Station Bldg. 8 th Floor
Foreign Currency Exchange, International Customer Service Counter, Daimaru Kyoto ☎ 211-8111	Daimaru Kyoto, 7 th Floor
Foreign Currency Changing Specialty Shop “Travellex Japan” Shijo, Kyoto ☎ 257-5671	Nissei Shijo Yanaginobanba Bldg. Japan Travel Center
Ticket Shop Tokai, Sanjo-Kawaramachi Branch ☎ 221-1881	Capital Bldg. 1 st Floor North-East corner of Kawaramachi- Sanjo

There may be vending machines for money exchange at some sightseeing sites and stations.

◆Places to withdraw cash with an overseas debit or credit card

Cards that feature **VISA, Plus, MasterCard or CIRRUS** logos are accepted at the following places.

Takashimaya Department Store, 7F	South-west corner of Shijo-Kawaramachi
Kyoto Tower, B1F	North-east corner of Shiokoji St. and Karasuma St. (North of JR Kyoto Station)
Kyoto Family Shopping Center, 1F	On the north-east of Shijo Street past Shijo- Kadono-oji crossing

***ATMs in all post offices and Seven Eleven Bank ATMs at Seven Eleven Convenience Stores accept the above-mentioned credit cards.**

2-4 Postal Services

◆Open hours:

Small local post offices: Monday to Friday 9:00 to 17:00

Large post offices: Monday to Friday 9:00 to 19:00

Saturdays confirm with post office

Sundays confirm with post office

***Since the hours for each post office may differ, please confirm beforehand.**

◆Postal service on Saturdays, Sundays, National Holidays and at night

Some post offices accept mail 24 hours a day

☞ **Offices and facilities are listed on pg.206**

◆How to send money by post

<Genkin Kakitome>

A special envelope called a “Cash Registration Envelope” is used to send money and letters together. Cash up to ¥500,000 can be sent. A transaction fee is required.

You must go to a post office to use this service.

*** You can also send money by postal money order in a sealed envelope.**

◆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 will not be able to receive a parcel or registered mail, a notification slip will be left in your mail box. Show this slip along with some type of ID to 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 soil a pre-stamped postcard	Spoiled post cards can be exchanged for new ones at the post offices for five yen a sheet

◆International Electronic Mail (*kokusai denshi yubin*)

Your message is sent by **fax** from your local post office to the receiver’s local post office, and the message will be delivered to the receiver’s address by post. It will arrive on the same day or the next day. **Maximum paper size for electronic mail is A4.**

For further information, call Kyoto Central Post Office ☎364-2471

The website Practical Guide for International Students gives information on post office services & procedures in Japanese, English, Chinese and Korean. You can also download and print out the “Postal Communication Guide” to point out words and phrases you may need to use at a post office.

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

※In Kyoto City and Prefecture, after April 1, 2018 it will be obligatory to enroll in Bicycle Insurance. ☞See also (3) To prepare for bicycle accidents. pg.164

(1) Rules for riding bicycles

- Riding while using mobile phones or using headphones/earphones is strictly prohibited (those who violate this law are subject to punishment).
- As a rule, cyclists must use left side of the road. Some streets have the designated paths for cyclers on the left side. Signs will indicate if riding on sidewalks is permitted or not, please pay careful attention. When you use such sidewalks, you must ride slowly and on the side closest to the road. You must be careful not to disturb pedestrians, and if necessary, you must temporarily stop riding in order to let pedestrians proceed (those who violate this law are subject to punishment).
If available, you must cross at “bicycle crossing zones.”
- You must not ride but walk your bicycle on crowded sidewalks and in designated areas.
- When you intend to turn right at the crossing with no traffic lights, you must use 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 law are subject to punishment).
- Don't turn to right in the same way the automobiles do at intersections.
- You must turn light on when riding at night (those who violate this law are subject to punishment).
- Both riding a bicycle under the influence of alcohol, as well as riding with two people to one bicycle is prohibited (Those who violate this law are subject to punishment).



You can ride a bicycle on sidewalks with this sign.

(2) Points to note when parking your bicycle

Do not leave your bicycle on streets or sidewalks where it might block 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/>).

◆Removal of bicycles

*Kyoto City Ordinances prohibit the parking of bicycles on the street, especially in front of stations or other congested areas.

*The city will confiscate bicycles parked in any area of Kyoto City marked with a no parking sign (See right).



◆If your bicycle is confiscated

*Confiscated bicycles will be kept at the bicycle impound lot for **four weeks**.

*If you do not retrieve your bicycle within four weeks, it will be disposed of.

*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) Preparing for bicycle accidents

You must enroll in bicycle insurance to provide a means to provide financial coverage for injuries to yourself and others, in case an accident occurs.

See the following website for more information:

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

Bicycle Management Section of Kyoto City ☎222-3565

(4) To prevent your bicycle from being stolen (*Bohan Toroku* or Owner's Registration)

*Bicycle Registration (*Bohan Toroku*) can be used to easily identify the owner of a stolen bicycle. Registration is compulsory by the law.

*When you buy a bicycle, register your ownership at the bicycle shop. It is valid for ten years and costs 510 yen.

*If you receive a used bicycle that someone else has registered, you must change the registration.

*When leaving your bicycle, remember to always lock it.

Parking Section of Kyoto Prefectural Police Headquarters (*Kyoto-fu Keisatsu Honbu Chusha Taisaku-ka*) ☎ 451-9111

3-2 Cars and Motorbikes

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

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

***The law prohibits driving a motor vehicle while talking or texting on mobile devices, as well as driving under the influence of alcohol (Those who violate this law**

are subject to punishment).

*The law requires privately owned cars to be inspected once every one to three years. Car owners must have an accident insurance policy as a protective measure against accidents (fixed amount applies).

◆**International Driver’s License**

If you obtained the **international driver’s license** before coming to Japan, you can use it in Japan without further action. **However, this license is valid only for one year, regardless of the expiration date described on your license.**

***Please note : the international driver’s licenses from countries that have not signed the “Convention on Road Traffic” (Geneva Convention) are not valid.**

***If you have registered as a resident/foreign resident of Japan, you cannot use an International Driver’s License unless you stayed in the country you obtained the license for more than 3 months.**

*In order to drive a scooter, you need “A” stamped 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 brought your national driver’s license to Japan, you may convert your country’s license to a Japanese license **at the driver’s license examination center** or *Unten Menkyo Shikenjo*.

***If you have a valid driver’s license issued either in Switzerland, Germany, France, Belgium, Taiwan, Morocco, Slovenia 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 until 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 (by Appointment)

Monday to Friday 16:00 to 17:00

<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 three months in the country you obtained the driver's license.

<Items needed to obtain Japanese driver's license>

- ① Your driver's license (Your license has not expired)
 - *Foreign licenses can be translated into Japanese by your embassy or consulates or **JAF** ☎682-6000
- ② Your passport
- ③ Your Resident Card
- ④ 1 portrait photograph (3x2.4cm)
- ⑤ Handling charge

◆ 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 one month before or one 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 the case of Kyoto Prefecture)

- *As a rule, the knowledge test and driving skills test are conducted in Japanese.
**As for the knowledge test, English, Chinese, and Tagalog versions are available.
(Only English version is available for two wheeled motorized vehicles less than 50cc license.)**
- *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 Hazukashi-Furukawa-cho, Fushimi-ku, Kyoto

Registration for the test is from Monday to Friday 8:30 to 9:15am

👉 Kyoto Prefectural Police Website (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 point	Required time
JR limited express “Haruka”	JR Kyoto Station	75 min.
JR Kanku Rapid Service	JR Osaka Station, Kyobashi Station	More than two hours
Kansai Airport Limousine Bus Reservation center ☎682-4400	JR Kyoto Station Hachijo-guchi, JR Nijo station, Sanjo-Keihan, Shijo-Omiya, Demachiyamagi	Approx. 105 minutes
Limousine taxi	MK Skygate shuttle service ☎778-5489 Yasaka Airport shuttle service ☎803-4800	

◆For flight information, call

Limousine Bus Center ☎072-461-1374 (Open 8:00-20:00)

Kansai Airport Information Center ☎072-455-2500 (Open all day)

3-4 Public Transportation (Subways, trains, busses)

Subway

The subway system is managed by Kyoto City. There are two lines on the city subway, Karasuma Line & Tozai Line. The Karasuma Line runs north and south between Takeda Station and Kokuzaikaikan Station, and the Tozai Line runs east and west between Rokujizo Station to Uzumasa Tenjingawa Station. The fare varies between 210yen and 350yen depending on your travel distance. The subway system 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 the train and in stations.

JR (Japan Railways)

JR is the largest railway company in Japan, and covers the whole country. For limited express service, Green Car, sleeping car or *Shinkansen* you must pay **extra fees**. Smoking is prohibited except for designated smoking rooms or cars. If you are adverse to cigarette smoke be sure to **make a reservation for a non-smoking car**.

JR West Telephone Reservation Service is operated from 8:00 to 22:00

☎0088-24-5489

Other trains

Destination	Train companies	Telephone
Osaka	Hankyu Railway 46 min. from Kawaramachi Sta. to Umeda Sta. by the limited express train (No extra charge for the limited express service)	Kawaramachi Station 211-1052
	Keihan Electric Railway 54 min. 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 (Kinki Nippon Tetsudo) Kintetsu Kyoto Station is located in the south part of JR Kyoto Station premises. (Separate 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 Dentetsu (Arashiyama Line)	781-5121

Buses

(1) City Buses

City bus service is available throughout Kyoto. City buses allow access to most of the sightseeing spots in Kyoto (the color of the body of city 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 your card on the card reader near the fare box at the entrance and exit. For some buses touch the card just when you exit, and for other types of card, put your card through the card reader when you get off.

◆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 your card on the card reader near the fare box at the entrance and exit.

*Bus fare for children from 6 years old to 11 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 change, it can be obtained by using the changing machine at front of the bus beside the driver.

◆Route maps

City bus service is operated until about 10:00 p.m.; times for the last bus are displayed with red lights on the signboard.

*English, Chinese, and Korean Bus Maps are available at City Bus Information Centers and the International Community House.

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

(2) Other Bus Companies

Kyoto Bus (for northern Kyoto, Sagano/Arashiyama area) ☎871-7521

Keihan Bus (for eastern and southern Kyoto, Shiga Pref.) ☎682-2310

JR Bus (for northern Kyoto) ☎672-2851

Kintetsu Bus (for southern Kyoto) ☎612-2060

Hankyu Bus (for Muko City) ☎921-0160

◆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 (<i>gakusei waribiki</i>)	You can buy a student discount pass by submitting a student discount certificate issued from your school. When you travel a 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
Traffic Kyo card	This card is accepted by at all City Subway Stations and on all City Busses. It is sold in 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 travel on most railways and bus lines 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 indicate to passing taxis 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 a taxi be 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.** However, 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 are often greeted with a bow, not with a handshake.
- *In concluding agreements, people use seals instead of signatures.
- *Writing describing addresses in Kyoto use the word “*Agaru*” for addresses north of an intersection and “*Sagaru*” for addresses south.
- *According to Japanese law, youth below 20 years are prohibited from drinking alcohol or smoking tobacco.

◆Shopping

- *An 8% 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 lasts from August 13 to 16.

<National Holidays in Japan>

New Year's day (<i>Ganjitsu</i>)	January 1	Marine Day (<i>Umi-no-hi</i>)	Third Monday in July
Coming of Age Day (<i>Seijin-no-hi</i>)	Second Monday in Jan	Mountain Day (<i>Yama-no-hi</i>)	August 11
National Foundation Day (<i>Kenkoku-kinenbi</i>)	February 11	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 (<i>Taiiku-no-hi</i>)	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
Children's Day (<i>Kodomo-no-hi</i>)	May 5	Emperor's Birthday (<i>Tenno-tanjobi</i>)	December 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 Community House. All students regardless of their level are accepted at any time. Purchase a ticket (100 yen for one lesson). No advanced reservations are required. Classes are from Tuesday to Sunday.

② Easy Japanese

This class aims at helping non-native Japanese speakers become accustomed to the life of Kyoto quickly. There are two courses, an introductory level and elementary level. Each course is 12 lessons over a three-month period. 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 Foreign Residents” held by

Kyoto Prefectural International Center ☎ 342-5000

Address: Mielparque Kyoto B1F, 676-13, Higashi shiokojicho

Higashitoindori-shiokoji-sagaru, Shimogyo-ku, Kyoto-City

Time and dates: (1) Saturday course: once a week

(2) Monday/Thursday course: twice a week

*Both courses are held from 10:15am to 12:30pm

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

<http://www.kpic.or.jp/njfumin/nihongo/kyoshitsu>

“Japanese lessons taught by volunteers” held by **Kyoto International Cultural Association (KICA)** ☎ 751-8958

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

Time and Dates: Private appointments are accepted from 10am- 8pm

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, Kamigyō-ku

Time and Dates: once a week, 1hr 30mins classes available from Mon through Sat.

Please consult the office because there are different levels for group lessons.

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

<http://k-rings.holy.jp/wp/j-class/2012/01/10/jp05/>

Fushimi Youth Center ☎ 611-4910

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

Time and Dates: 10:00-11:30 on Saturdays

Fees: ¥2,000 ticket for 10 lessons

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

Nihongo-kukan Kyoto ☎ 201-6139

Address: Royal terrace Kaoru 1F,24Yabushitacho, Shimogyo-ku, Kyoto

Time and Dates: 10:00-12:00, 13:00-15:00 on Mon, Tues, Wed and Fri

Fee: ¥1,200 / two hours

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

Tachibana Club ☎ 593-4911

Venue: Yamashina Seishonen Katsudo Center, Meeting Room

Time and Date: 18:30-20:30 on Thursdays

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)	https://www.kufs.ac.jp/	322-6043
Ryukoku University(Ryukoku Daigaku)	http://www.ryukoku.ac.jp/	645-7898
Doshisha University (Doshisha Daigaku) Japanese Language/Culture Education Center	https://cjl.doshisha.ac.jp/index.html	251-3240
ARC Academy Kyoto	http://japanese.arc-academy.co.jp/	353-7566
Kyoshin Language Academy Kyoto Chuo School Introduction	http://www.kla.ac.jp/kyoto_chuo/	352-0695
Kansai Gogen Gakuin	http://www.kansairogen.com/jp/	647-1000
Kyoto International Academy	http://www.kia-ac.jp/	466-4881

Kyoto Japanese language training Center (Kyoto Computer Gakuin)	http://www.kjltc.jp/	751-1121
The Kyoto Center FOR Japanese Linguistic Studies, Kyoto Japanese Language School (Kyoto Nihongo Kyoiku Center Kyoto Nihongo Gakko)	http://kjls.or.jp/	414-0449
Kyoto Institute of Culture and Language (Kyoto Bunka Nihongo Gakko)	http://www.kicl.ac.jp/jp/	722-5066
Kyoto National Japanese Institute (Kyoto Minsai Nihongo Gakko)	http://www.kyotominsai.co.jp/	316-0190
Kyoto International School of Etiquette and Music (Kyoto Reigaku Kokusai Gakuin)	http://reigaku.jp/	602-0339
Kyoto YMCA Japanese Language Courses (Kyoto YMCA Nihongo-ka)	http://www.kyotoymca.or.jp/ language/japanese/	255-3287
JCL Foreign Language Academy (JCL Gaikokugo Gakuin)	http://www.group-jcl.com/	644-1717
Japanese Center (Nihongo Center)	https://nihongo-center.com/	344-3776
Kyoto Shugetsu Gakuen	http://shugetsugakuen.com/	603-5099
Katsugaku Syoin	http://katugaku.com/shoin/	812-8682
Rakuhoku Nihongo Gakuen	https://rakuokunihongogakuen.jimdo.com/	722-0722
Japan International Language Academy (Nihon Kokusai Gogaku Academy)	https://j-ila.com/	284-1192
YIC Kyoto Japanese Academy	http://www.yic-kyoto.ac.jp/japanese/	371-9007
International Study Institute Kyoto Campus	http://www.isi-education.com/ja/ location/kyoto/	803-6120

4-3 Message Boards-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. They also may provide other useful information. Message boards are available at the following places.

***kokoka* Kyoto International Community House ☎752-3511**

Kyoto YWCA ☎431-0351

Kyoto Prefectural International Center ☎342-5000

5. Tax and Insurance

5-1 Main Types of Taxation

Like Japanese citizens, all foreign 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 tax, Light automobile tax, etc.

Income tax (National)

The national government has imposed a tax on individuals' income. This tax is calculated from your remaining annual income after allowable deductions are made, and then multiplied by a certain percentage. If you are employed by a company, your income tax is automatically deducted from your paycheck.

Consumption tax (Including local consumption tax)

There is an 8% consumption tax (It'll be 10% from October, 2019) 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).

Resident tax (Municipal and Prefectural tax)

This is a local tax that is calculated by your ward office (where you are registered as of January 1) on the basis of your previous year's income.

Tax on automobile purchases

The term "automobile" includes all passenger cars, trucks and buses, etc. For the purchase of automobiles, you must pay *Jidosha-zei* (Automobile tax), *Jidosha-shutokuzei* (Automobile acquisition tax), *Jidosha-Juryo-zei* (motor vehicle weight tax) and consumption tax. *Jidosha-zei* must be paid by those who own car as of April 1, every year. *Jidosha-Juryo-zei* must be paid at the time of the automobile is inspected.

Light Vehicle Tax (Municipal Tax)

Those who own a motor vehicle classified as a light vehicle must pay the Light Automobile Tax on April 1 of every year. Light vehicles include any light weight car, motorcycle, scooter, motorized bicycle, etc.

Property Tax (Including City Planning Tax)

This is a municipal tax for lands and houses.

◆What is *Nenmatsu-chosei* or year-end adjustment? (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 that are withheld by your employer and the proper amount of you are required to pay in income tax may not be the same. *Nenmatsu-chosei* is a process that allows for adjustment if there is a difference between these two amounts. This adjustment is done by your employer.

◆What is *Kakutei-shinkoku* or filing an income tax return? (for part 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 area. If the calculated income tax is more than the amount deducted from your monthly payment, you must pay the balance. The English version of the income tax return form is available at the local tax office. This form 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 everyday life. There are types: medical, pension, industrial accident insurance, employment, and long-term care insurance. Japanese law requires not only Japanese but also all foreign residents living in Japan to enroll in some of these insurances systems depending on an individual's resident status.

■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 Health insurance

After you are employed, your company will give you a health insurance card, 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.

② Pension Insurance (*Kosei nenkin hoken*)

After being employed, you must submit your pension handbook to your employer to enroll in *Kosei nenkin hoken*. If you don't have a pension handbook, you must have one made. 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.

③ Long-term Care Insurance

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

④ Industrial injury 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 an employee's family. The report aforesaid should be reported to the company immediately. The premium for industrial injury insurance is paid by your employer. This system covers all workers including foreigner residents.

☞ **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.

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 general, 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 will differ depending on whether you voluntarily left your job, or you were fired. Therefore be careful if you would like to leave your job.

☞ **Local Public Employment Office**

■ **Those who are not covered by the social insurance by their 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)

☞ **For further information see pg.52 2-2 “National Health Insurance” and pg.58 2-3 “National Pension System”.**

*If the annual income of a family member is less than ¥1,300,000, and you are employed by a company and covered by the social insurance, your family member could be enrolled as your dependent by your employer. Therefore, you must report this to your company so that **you will not have to pay unnecessarily extra health insurance and pension premium for your family members.**

IV Facilities

1.Municipal Offices

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

Ward Office/Branch Ward Offices; Public Health & Welfare Centers

Ward/Branch Office	Telephone
Kita Ward http://www.city.kyoto.jp/kita/	432-1181
Kamigyo Ward http://www.city.kyoto.jp/kamigyo/	441-0111
Sakyo Ward http://www.city.kyoto.jp/sakyo/	702-1000
Nakagyo Ward http://www.city.kyoto.jp/nakagyo/	812-0061
Higashiyama Ward http://www.city.kyoto.jp/higasiyama/	561-1191
Yamashina Ward http://www.city.kyoto.jp/yamasina/	592-3050
Shimogyo Ward http://www.city.kyoto.jp/shimogyo/	371-7101

Minami Ward http://www.city.kyoto.jp/minami/	681-3111
Ukyo Ward http://www.city.kyoto.jp/ukyo/	861-1101
Nishikyo Ward http://www.city.kyoto.jp/nisikyo/	381-7121
Rakusai Branch	332-8111
Fushimi Ward http://www.city.kyoto.jp/fushimi/	611-1101
Fukakusa Branch	642-3101
Daigo Branch	571-0003

Pension Office (Nenkin Jimusho)

Pension offices handle reissuance of pension book and pension certificate, receive notifications related to health insurance, and welfare annuity insurance, 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	341-1165
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).

These offices do not reissue pension certificate/transfer notification.

2.Public Services

Post Offices (Yubin-kyoku) <http://www.post.japanpost.jp/index.html>

Name	24 hr. Service	Telephone
Kyoto Central Post Office	○	365-2473
Kyoto Kita Post Office	×	493-0383
Nishijin Post Office	×	432-5703
Sakyo Post Office	×	712-5866
Nakagyo 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

3.Information and Resources (Foreign languages)

International Cultural Organizations

Name	Address	Telephone
Institut franco-japonais du Kansai (French Consulate General in Kyoto) http://www.institutfrancais.jp/kansai	Yoshida Izumidono-cho 8, Sakyo-ku	761-2105
Goethe-Institut Villa Kamogawa www.goethe.de/villa-kamogawa	Yoshida Kawaramachi-cho 19-3, Sakyo-ku	761-2188

Centro Culturale Italo Giapponese di Kyoto http://italiakaikan.jp/	4F, Yoshida Ushinomiya-cho 4, Sakyo-ku	761-4356
Islamic Culture Center http://www.islamjapan.net/	Riverside Kojin-Guchi, 1 F, Kojin-Guchi Agaru east of , Kawaramachi-dori, Kamigyo-ku	231-3499
Kansai American Center http://jp.usembassy.gov/ja/education-culture-ja/kansai-american-center-ja/	American Consulate General 2-11-5 Nishitenma, Kita-ku, Osaka	06-6315-5965

Book Stores Selling Foreign Publications

Name	Address	Telephone
Shiseido Shoten http://shiseido-book.co.jp/	Koyama Minami Kamifusa-cho 55, Kita-ku	431-2345
Avanti Book Center http://www.avantibookcenter.co.jp/	Avanti Bldg, 6F, Kyoto Station Hachijo-Guchi, Minami-ku	671-8987
Junkudo Bookstore, Kyoto http://www.junkudo.co.jp/	Tachiuri-higashi-cho 20-1, East of yanaginobamba-dori and Shijyo-dori, Shimogyo-ku	252-0101
Futaba Shobo http://www.books-futaba.co.jp/	Inside the ZEST OIKE Shopping Mall, Shimo-honnojimae-cho 492-1, Nakagyo-ku	253-3151
Hoyu Shoten (Chinese Books)	Yoshida Kaguraoka-cho 8, Sakyo-ku	761-1285
Maruzen Kyoto Store http://honto.jp/store/detail_1570144_14HB310.html	Kyoto BAL B1, B2, Yamazaki-cho 251, south of Sanjo and Kawaramachi -dori, Nakagyo-ku	253-1599
Ogaki Shoten (Karasuma-Sanjo Branch) http://www.books-ogaki.co.jp/	KDX Karasuma Bldg 1F, north of Sanjo-dori and Karasuma-dori , Nakagyo-ku	212-5050

Tsutaya Shoten http://real.tsite.jp/kyoto-okazaki/ (English) http://real.tsite.jp/kyotookazaki/ english/index.html	Park Plaza 1F, ROHM THEATRE KYOTO, Okazaki saishoji-cho 13, Sakyo-ku	754-0008
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Stores Selling Import Foods

Name	Address	Telephone
Meidi-ya http://www.meidi-ya-store.com/	Nakajima-cho 78, Sanjo-dori east of Kawaramachi-dori, Nakagyo-ku	221-7661
Maki Shouten (Halal Food, Etc)	Tanaka Satonouchi-cho 63, Sakyo-ku	781-3670
Jupiter Kyoto http://www.jupiter- coffee.com/shoplist.html#kyoto	Inside the Porta Underground Shopping Arcade in front of JR Kyoto Station Higashi Shiokoji-cho 902, Karasuma-Dori, South of Shiokoji-dori, Shimogyo-ku	361-5981

4. Culture and Sports Facilities

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

Name	Address	Telephone
kokoka Kyoto City International Community House Library/ Reference Room	Awataguchi Torii-cho 2-1, Sakyo-ku	752-1187
Kyoto Prefectural Library	Okazaki Seisyouji-cho 9, Sakyo-ku	762-4655
Kyoto City Central Library	Jurakumawari Matsushita-cho 9-2, Nakagyo-ku	802-3133
Kyoto City Ukyo Central Library	3F SANSA Ukyo, Uzumasa Shimoikeibu-cho 12, Ukyo-ku	871-5336

Kyoto City Fushimi Central Library	Imamachi 659-1, Fushimi-ku	622-6700
Kyoto City Daigo Central Library	Paseo-Daigoro Nishikan 4F, Daigo Takahata-cho 30-1, Fushimi-ku	575-2584
Kyoto City Kita Library	Kita Godo Fukushi Center 2F, Murasakino Unrinin-cho 44-1, Kita-ku	492-8810
Kyoto City Sakyo Library	Sakyo-ward Godo Fukushi Center 2F, Takano Nishihiraki-cho 5, Sakyo-ku	722-4032
Kyoto City Iwakura Library	Iwakura Shimozaiji-cho 16, Sakyo-ku	702-8510
Kyoto City Higashiyama Library	Higashiyama Ward Sogo Chosha South Bldg.2F, Kiyomizu5-chome 130-8, Higashiyama-ku	541-5455
Kyoto City Yamashina Library	Yamashina Godo Fukushi Center 4F, Shichonochi Takehana 34-1, Yamashina-ku	581-0503
Kyoto City Shimogyo Library	Shimogyo Shutoku Fureai Fukushi Kaikan 4F, Tominaga-cho 110-1, Shinmachi-dori south of Matsubara-dori, Shimogyo-ku	351-8196
Kyoto City Minami Library	Higashikujo Minamisanno-cho 5-5, Minami-ku	691-6888
Kyoto City Kisshoin Library	Tounan High School, East Bldg 1F, Kisshoin Ikeda-cho 1, Minami-ku	681-1281
Kyoto City Kuze Fureai Center Library	Kuze Fureai Center 1F, KuzeTsukiyama-cho 328, Minami-ku	931-0035
Kyoto City Nishikyo Library	Yamada Oyoshimi-cho 20-3, Nishikyo-ku	392-5558
Kyoto City Rakusai Library	Rakusai Sogo Chosha 1F, Oharano Higashisakaidani-cho 2-chome 1-2, Nishikyo-ku	333-0577
Kyoto City Mukaijima Library	Mukaijima Ninomaru-cho 151-35, Fushimi-ku	622-7001
Kyoto City Daigo Library	Ishida Nishinotsubo 1-2, Fushimi-ku	572-0700

Kyoto City Koganomori Library	Koganomori Lifelong Study Plaza 1F, Koga Azuma-cho 216, Fushimi-ku	934-2306
Kyoto City Kodomo Mirai-kan Childrearing Library	Kodomo Mirai-kan 3F, Kusunoki-cho 601-1, Ainomachi, Takeyamachi sagaru, Nakagyo-ku	254-8181
Kyoto Prefectural Library-Museum	Shimogamo Hangi-cho 1-4, Sakyo-ku	723-4831
The United Nations Library	http://www.ritsumei.ac.jp/acd/mr/lib/kunl/en/index.html	211-3911

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 Higashiikenouchi-cho, Sakyo-ku	Tennis, futsal/ five a-side	712-3300
		Baseball, field	701-6366
Kyoto City Budo (Martial Arts) Center	Shogoin Entomi-cho 46-2, 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

Kyoto City East Heated Swimming Pool	Nishinotsubo, Ishida, Fushimi-ku	Swimming pool	571-3100
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 Saiin Park	Saiin Yasuzuka-cho, Ukyo-ku	Tennis courts	311-2042
Kyoto City Obatagawa Central Park	Oe Higashishinbayashi-cho 2-chome, Nishikyoku	Baseball, tennis courts	331-7665
Mukaijima Tennis Court	Mukojima Ninomaru-cho, Fushimi-ku	Tennis courts	601-2244
Nakagyo-ku Youth Activity Center.	Misayama-cho 262, Higashinotoin south of Rokkaku-dori, Nakagyo-ku	Training gym	231-0640

Parks

Name	Address	Telephone
Kyoto Prefectural Botanical Garden http://www.pref.kyoto.jp/plant/index.html	Shimogamo Hangi-cho, Sakyo-ku	701-0141
Kyoto City Zoological Garden http://www5.city.kyoto.jp/zoo/	Okazaki Park, Okazaki Houshoji-cho, Sakyo-ku	771-0210
Takaragaike Children's Park http://www.kyoto-ga.jp/kodomonorakuen/	Kamitakano Nagareda-cho 8, Sakyo-ku	781-3010
Omiya Traffic Park http://kanko.city.kyoto.lg.jp/detail.php?InforKindCode=1&ManageCode=10000005	Omiya Nishiwakidai-cho 17, Kita-ku	491-0202
Umekoji Park http://www.kyoto-ga.jp/umekouji/	Kankiji-cho 56-3, Shimogyo-ku	352-2500

Tourist Information

Name	Address	Language	Telephone
Kyoto Tourist Information Center (Kyoto Navi)	Kyoto Station Bldg, 2F	English, Chinese Korean	343-0548
Kyoto City Tourism Association, Sanjo Kawaramachi Tourist Information Corner	Kyoto Asahi Kaikan, 427 Ebisu-cho, north of Sanjo- Kawaramachi	English	213-1717

- Kyoto City Tourist Association <http://www.kyokanko.or.jp/>
- Kyoto City Official Travel Guide <https://kanko.city.kyoto.lg.jp/>
- Kyoto Convention Bureau <https://meetkyoto.jp/ja/kyoto/>
- JGA Tour Guide-Interpreter Search System <https://guidesearch.info/>
- Kyoto Visitor's Guide <http://www.kyotoguide.com>

5. Hospitals · Clinics and Dental Clinics with Foreign Language Interpretation Services

(1) Hospitals where Medical Interpreters are dispatched

Chinese, English and Korean language medical interpreters are dispatched to the hospitals mentioned below. They will interpret admittance procedures, all outpatient diagnosis and treatment, billing, medication, etc. The interpretation service is free of charge. If an interpreter is needed, make an appointment at least 5 days prior to your visit.

Kyoto City Hospital ☎311-5311

Address: Mibu HigashiTakada-cho 1-2, Nakagyo-ku, Kyoto

Nearest station: City bus stop ‘Kyoto Shiritsu Byoin-mae’

Language	Interpreter available	Appointment
Chinese	Tue · Friday 9:00-12:00	Not Necessary
English	Tue · Wed · Friday 9:00-12:00	Necessary (Not necessary on Friday)
Korean	Tue · Wed · Friday 9:00-12:00	Necessary

Ijinkai Takeda General Hospital ☎572-6331

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

Nearest station: Kyoto City Subway Tozai-Line ‘Ishida Station’

Language	Interpreter available	Appointment
Chinese	Tue · Fri · Saturday 9:00-12:00	Not necessary
English	Tue · Fri · Saturday 9:00-12:00	Necessary
Korean	Tue · Fri · Saturday 9:00-12:00	Necessary

Koseikai Takeda Hospital ☎361-1351

Address: Higashi Shiokoji-cho 841-9, Shiokoji-dori east of Nishinotoin-dori,
Shimogyo-ku, Kyoto

Nearest station: Kyoto City Subway Karasuma-Line ‘Kyoto Station’

Language	Interpreter available	Appointment
Chinese	Tue · Fri · Saturday 9:00-12:00	Necessary
English	Tue · Fri · Saturday 9:00-12:00	Necessary
Korean	Tue · Fri · Saturday 9:00-12:00	Necessary

Kyoto Katsura Hospital ☎391-5811

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

Nearest station: Hankyu Kyoto-Line ‘Katsura Station’, 15 min. by free shuttle bus

Language	Interpreter available	Appointment
Chinese	Tue · Wed · Friday 9:00-12:00	Necessary
English	Tue · Wed · Friday 9:00-12:00	Necessary
Korean	Tue · Wed · Friday 9:00-12:00	Necessary

6. Hospitals and Clinics open at night and on holidays

Kyoto Emergency Clinic

☎354-6021

Location:

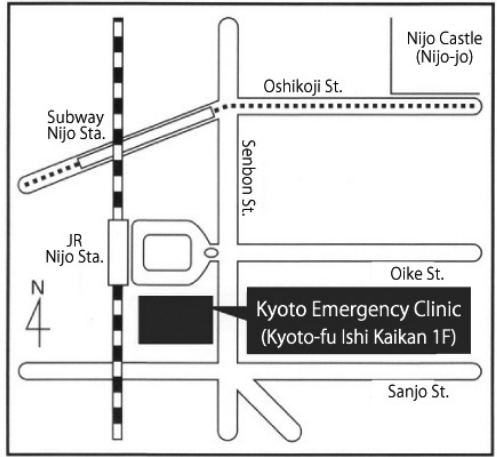
1F *Kyoto-fu Ishi Kaikan*

Nishinokyo Higashi Toganoo-cho 6,

Nakagyo-ku, Kyoto

In front of JR Nijo Station

Directions: Subway Tozai Line,
to Nijo Station, 2 min walk.



Department	Consultation Days	Office 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 18:00-24:00
	Aug15 ,16 Dec 29 to Jan 3	
Internal medicine Ophthalmology	Saturdays	18:00-22:00
	Sundays and Holidays	10:00-17:00 18:00-22:00
	Aug15 ,16 Dec 29 to Jan 3	
Otorhinolaryngology (ENT)	Sundays and Holidays	10:00-17:00
	Aug15 ,16 Dec 29 to Jan 3	

Holiday & Emergency Dental Chuo Clinic

☎812-8493

Location:

1F *Kyoto-fu Shikaishi Kaikan,*

Koko Hoken Center

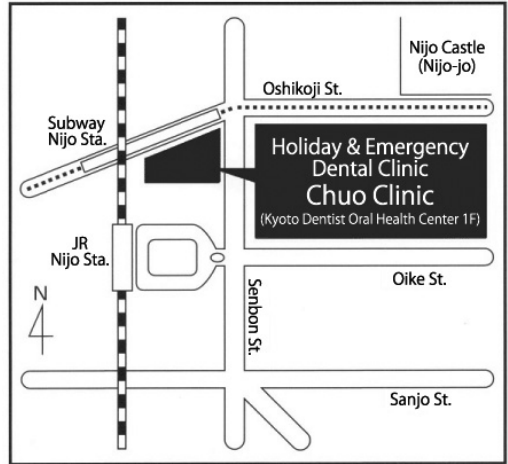
(Kyoto Dentist Oral Health Center)

Nishinokyo Higashi Toganoo-cho 1,

Nakagyo-ku, Kyoto

In front of JR Nijo Station

Directions: Subway Tozai Line,
to Nijo Station, 2 min walk.



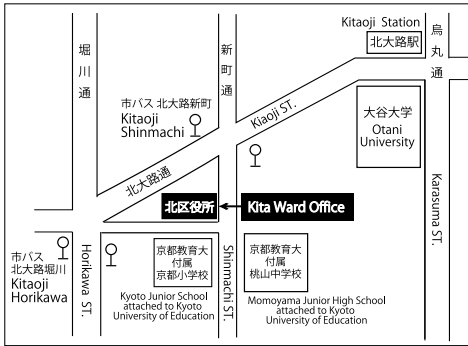
Department	Consultation Days	Office Hours
Dentistry	Sundays and Holidays Aug15 ,16 Dec 29 to Jan 4	10:00-17:00

Kyoto Kenkou Iryou Yorozu Net

<http://www.mfis.pref.kyoto.lg.jp/ap/qq/men/pwtpmenult01.aspx>

くやくしよ ししよ ばしよ
 7. 区役所・支所の場所

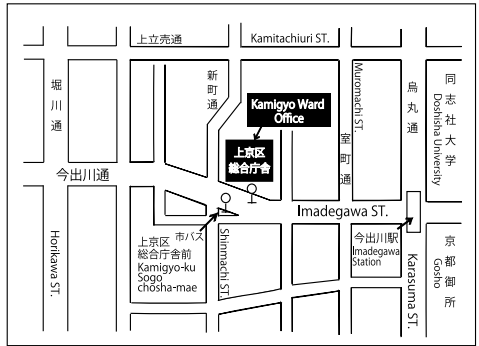
きたくやくしよ
 ①北区役所 Kita Ward Office



市バス：北大路新町、北大路堀川 下車徒歩 3 分
 City Bus : 3min walk from Kitaoji Shinmachi
 or Kitaoji Horikawa Stop

地下鉄：北大路駅 徒歩 10 分
 Subway : 10min walk from Kitaoji Station

かみぎょうくやくしよ
 ②上京区役所 Kamigyo Ward Office



市バス：上京区総合庁舎前 下車すぐ
 City Bus : Short walk from Kamigyoku Sogo
 chosha-mae Stop

地下鉄：今出川駅 徒歩 5 分
 Subway : 5min walk from Imadegawa Station

さきょうくやくしよ
 ③左京区役所 Sakyo Ward Office

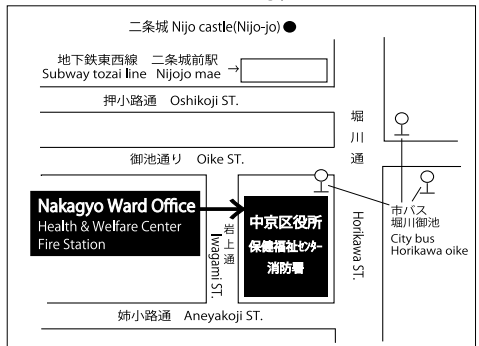


市バス / 京都バス：左京区総合庁舎前 下車徒歩 3 分、
 高木町 下車徒歩 9 分

City Bus/Kyoto Bus : 3min walk from Sakyoku
 Sogo chosha-mae Stop,
 9min walk from Takagicho Stop

地下鉄：松ヶ崎駅 徒歩 8 分
 Subway : 8min walk from Matsugasaki Station

なかぎょうくやくしよ
 ④中京区役所 Nakagyo Ward Office



市バス：堀川御池 下車すぐ
 City Bus : Short walk from Horikawaoike Stop

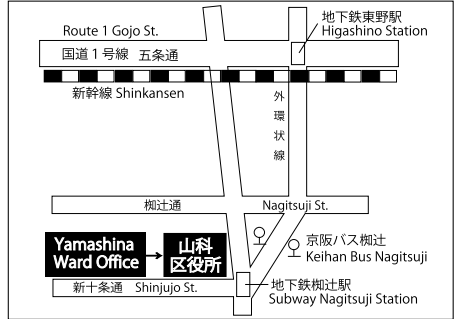
地下鉄：二条城前駅 徒歩 3 分
 Subway : 3min walk from Nijojo-mae Station

ひがしまくやくしよ
⑤東山区役所 Higashiyama Ward Office



市バス：清水道 下車すぐ
 City Bus : Short walk from Kiyomizu-michi Stop
 京阪電車：清水五条駅 徒歩 10分
 Keihan Railway : 10min walk from Kiyomizugojo Station

やましなくやくしよ
⑥山科区役所 Yamashina Ward Office



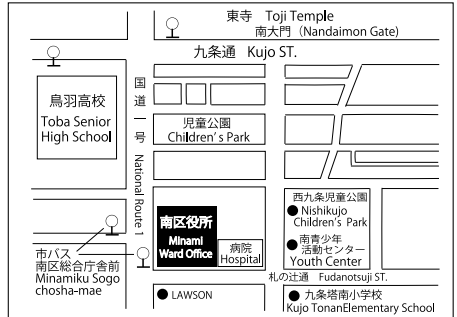
市バス：柳辻駅 下車すぐ
 City Bus : Short walk from Nagitsuji Stop
 地下鉄：柳辻駅 下車すぐ
 Subway : Short walk from Nagitsuji Station

しもぎょうくやくしよ
⑦下京区役所 Shimogyo Ward Office



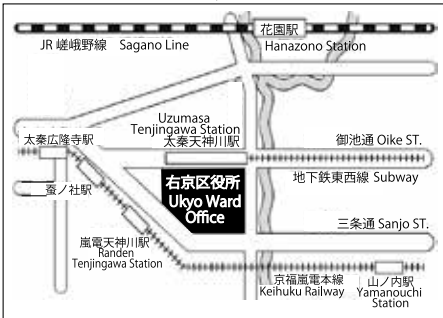
市バス：下京区総合庁舎前 下車すぐ
 City Bus : Short walk from Shimogyoku Sogo chosha-mae Stop
 地下鉄/J R/ 近鉄：京都駅 徒歩 5分
 Subway/JR/Kintetsu Railway : 5min walk from Kyoto Station

みなみくやくしよ
⑧南区役所 Minami Ward Office



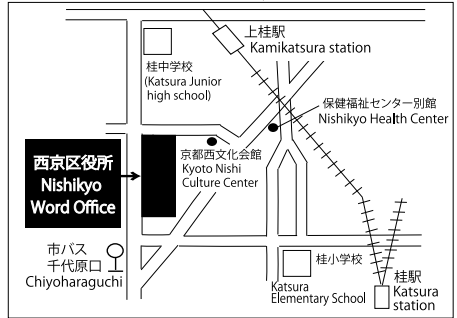
市バス：南区総合庁舎前 下車すぐ
 City Bus : Short walk from Minamiku Sogo chosha-mae Stop

うきょうくやくしよ
⑨右京区役所 Ukyo Ward Office



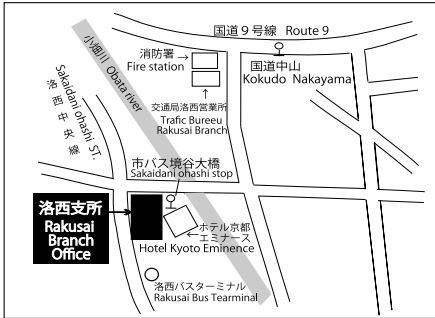
市バス/京都バス/地下鉄：太秦天神川駅 下車すぐ
 City Bus/Kyoto Bus/Subway : Short walk from Uzumasa Tenjingawa Stop
 京福電車：嵐電天神川駅 下車すぐ
 Keihoku Railway : Short walk from Randen Tenjingawa Station

にしきょうくやくしよ
⑩西京区役所 Nishikyo Ward Office



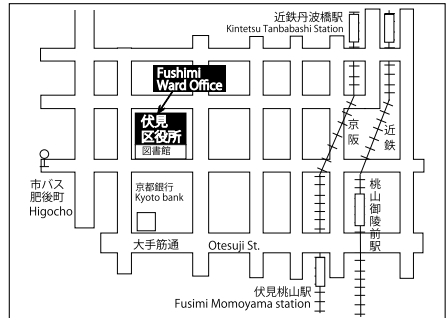
市バス：千代原口 下車 3分
 City Bus : 3min walk from Chiyoharaguchi Stop
 阪急電車：上桂駅 徒歩 15分
 Hankyu Railway : 15min walk from Kamikatsura Station

らくさいしよ
⑪ 洛西支所 Rakusai Branch Office



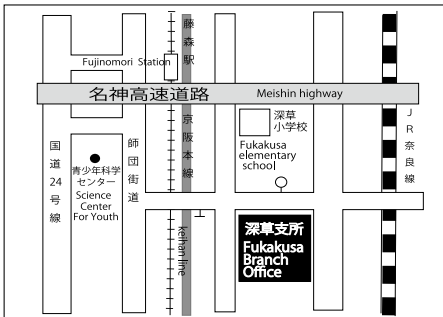
市バス：境谷大橋 下車すぐ
City Bus : Short walk from
Sakaidani Ohashi Stop

ふしみくやくしよ
⑫ 伏見区役所 Fushimi Ward Office



市バス：肥後町 下車5分
City Bus : 5min walk from Higomachi Stop
京阪電車：丹波橋駅、伏見桃山駅 徒歩10分
Keihan Railway : 10min walk from
Tanabashi or Fushimimomoyama Station

ふかくさしよ
⑬ 深草支所 Fukakusa Branch Office



市バス：直違橋一丁目 下車すぐ
City Bus : Short walk from Sujikaibashi
Icchome Stop
京阪電車：藤森駅 徒歩10分
Keihan Railway : 10min walk from
Fujinomori Station

だいでしよ
⑭ 醍醐支所 Daigo Branch Office



京阪バス：醍醐池田町 下車すぐ
Keihan Bus : Short walk from
Daigo Ikedacho Stop
地下鉄：醍醐駅 徒歩5分
Subway : 5min walk from Daigo Station

きょうとしせいかつ

京都市生活ガイド

ねん がつはっこう だい はん
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きょうとし
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Emergency Calls



Fire



119

かじ です
Kagi desu
[Fire]



Ambulance



119

けが です
Kega desu
[Injury]
びょうき です
Byōki desu
[Illness]



Police



110

じこ です
Jiko desu
[Accident]
どろぼう です
Dorobō desu
[Burglary]



In Japanese

Anata no sumai (Your address)

く ちょう まち
-Ku chō / machi

ちょうめ ばん ごう
-chōme, -ban -gō

Anata no namae (Your name)

わたし の なまえ は です
Watashi no namae wa desu

Anata no denwa-bango (Your telephone number)

ここ の でんわ ばんごう は です
Koko no denwa bango wa desu

じひょうき
(ローマ字表記)