


# Employment and Status of Residence

## Working in Japan



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1. Preparing for Emergencies and Disasters  
5. Childbirth, Child-Raising, and Education

2. Procedures for Changes of Address and Taxes  
6. Living

3. Insurance, Health Maintenance and Welfare  
7. Leisure

**4. Employment and Status of Residence**  
8. Useful Information

For inquiries regarding matters written in this book, please refer to the Shinjuku Foreign Resident Advisory Corner noted on the last page of this booklet where counseling in foreign languages is available. When you contact departments or telephone numbers listed in this booklet, **unless otherwise specified, be sure to speak in Japanese or have someone who speaks Japanese talk for you. The information in this publication is subject to change.**

This booklet is also posted on the Shinjuku City website.



To work in Japan, you must have a status of residence that allows employment. Status of residence can be divided into three general categories:

- (1) Status of residence that do not restrict employment (4 types): Permanent residence, spouse (etc.) of a Japanese, spouse (etc.) of a permanent resident, and long term resident
- (2) Status of residence authorizing employment (20 types): Diplomat, official, professor, artist, religious activities, journalist, highly-skilled professional, business manager, legal/accounting services, medical services, researcher, instructor, engineer/specialist

in humanities/international services, intra-company transferee, nursing care, entertainer, skilled labor, specified skills, technical intern training, and designated activities

- (3) Status of residence that do not allow employment (5 types): Cultural activities, temporary visitor, student\*, trainee, and dependent

\* As a rule, and under certain conditions, foreign residents in Japan possessing student visas who receive advance permission from the Regional Immigration Bureau of the Ministry of Justice to engage in an activity outside the scope of their visa may work up to 28 hours a week.

## Public Employment Security Offices (Hello Work)

### 👉 Hello Work Offices

🌐 [www.hellowork.go.jp/](http://www.hellowork.go.jp/)

These are facilities located in all parts of Japan, offering job consultation and assistance, regardless of nationality. These offices introduce the job hunter to companies that fit his/her conditions, such as skills for a specific type of work, wages, working hours, and commuting route. There are also many Hello Work offices with interpreters for foreign languages. There are no job vacancies that are specifically restricted to foreign residents, excluding cases that require specialized skills, such as interpreting.

Furthermore, the Public Employment Security Office offers job referrals to foreign residents after checking the visa, residence card, or other official certificate to ensure that employment is permitted, and will not refer foreign residents who are not permitted to work.

### ● Shinjuku Public Employment Security Office Nishi-Shinjuku Branch

🏠 Shinjuku L Tower 23F, 1-6-1 Nishi-Shinjuku, Shinjuku-ku

Job Consultations, ☎ 03-5325-9593

A three-minute walk from JR Shinjuku Station

## Tokyo Employment Service Center for Foreigners

🏠 Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku

☎ 0570-011000




🌐 <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

The center provides job consultations and referrals for **foreign students who wish to work in Japan and those with a status of residence that permits employment in specialized or technical fields**, consultations concerning visa status, and information about job offers for foreign students and graduates.

Note: English and Chinese interpreters are available. If you need an interpreter, please call in advance to confirm their availability.

Hours: 9 a.m. to 5 p.m. (Closed: Sat., Sun., national holidays, and during the year-end/New Year holidays)

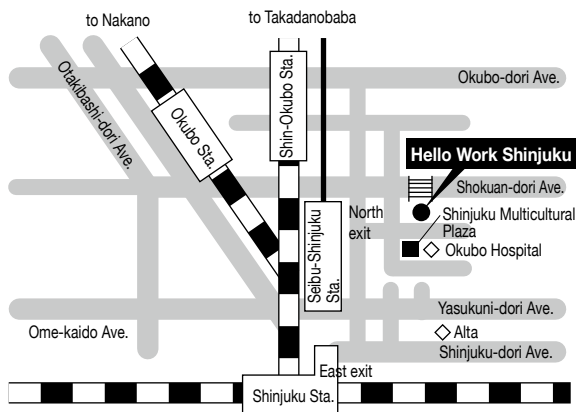
## Shinjuku Employment Assistance and Instruction Center for Foreigners

-  Hello Work Shinjuku (Kabukicho Branch) 1F, 2-42-10 Kabuki-cho, Shinjuku-ku
-  03-3204-8609
-  <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

Job consultations and referrals for **those with a status of residence that has no labor restrictions, such as permanent resident or spouse of a Japanese citizen, and foreign students who wish to work part-time**, and consultations concerning visa status are offered.



Note: English and Chinese interpreters are available. If you need an interpreter, please call in advance to confirm their availability.

Hours: 8:30 a.m. to 5:15 p.m. (Closed: Sat., Sun., national holidays, and during the year-end/New Year holidays)

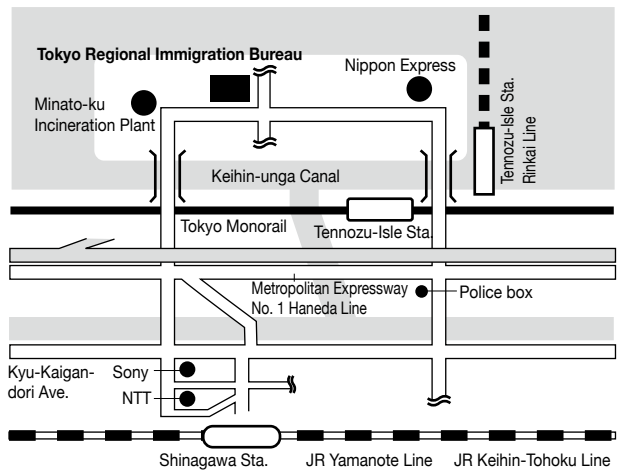


## Immigration Bureau

### Tokyo Regional Immigration Bureau

-  5-5-30 Konan, Minato-ku
-  0570-034259  
03-5796-7234
-  [www.immi-moj.go.jp/](http://www.immi-moj.go.jp/)

How to Get There: 1. Take the Shinagawa Futo Junkan Toei Bus or Tokyo Shutsunyokoku Zairyu Kanrikyoku-mae Orikaeshi Toei Bus at JR Shinagawa Station, Konan exit (east exit) and get off at the Tokyo-Shutsunyokoku-Zairyu-Kanrikyoku-mae bus stop; or 2. A 15-walk from Tennozu-Isle Station on the Tokyo Monorail or Rinkai Line (boarding from the JR Saikyo Line).



### Change or Renewal in Visa Status or Period of Stay

Visa-related applications for foreign residents in Japan, such as for a change or renewal in their visa status, or for a re-entry permit, should be completed by applying in person at the Regional Immigration Bureau with jurisdiction over the area of your address. As a rule, a family member in the same household must file the application on behalf of those under 16 years of age and those who are unable to file an application in person due to illness or other unavoidable reasons.

## ■ Re-entry Permit

Re-entry permits include permits for multiple re-entry and those for single re-entry. The valid period for re-entry permits is for up to five years from the date of issue.

Based on the special re-entry permit system, as a rule, if you re-enter Japan within one year after leaving (only in the case of being within the visa period of residence), a re-entry permit is unnecessary if you show your valid passport and residence card. However, this excludes those who have a visa period of three months or less or those with a temporary visitor visa.

For more information, please contact the Tokyo Regional Immigration Bureau.

## Permission to Engage in an Activity beyond the Scope of a Visa

### 👉 Immigration Information Center

☎ 0570-013904

03-5796-7112

🌐 [www.immi-moj.go.jp/info/index.html](http://www.immi-moj.go.jp/info/index.html)

Foreign residents may engage in activities within the range designated under their status of residence. To engage in income-generating activities covered by a different status of residence, or to receive remuneration for activities, you must receive permission in advance at the Immigration Bureau.

Since the objective of foreign students is to study, as a rule, income-generating activities are not authorized. However, if you apply for permission at the Immigration Bureau on the basis that work will not interfere with studies, then you may be able to work within the designated range.

### ● Status of Residence: Student

Unlimited hours per day (up to 28 hours per week)

During long holidays: Up to 8 hours per day

### ● Status of Residence: Dependent

Unlimited hours per day (up to 28 hours per week)

- Part-time work at entertainment-related industries, such as “snack” bars, pubs, and pachinko outlets is not permitted.

- Establishments that hire foreign students without a permit for activity outside the visa status and employers who allow a student to work beyond the permit range, may be incarcerated for three years or less or fined ¥3,000,000 or less, as punishment for facilitating illegal employment.
- Foreign students who work part-time without a permit for activity outside the visa status may be incarcerated for one year or less or fined ¥2,000,000 or less.
- Foreign students who work beyond part-time level and live in Japan with the main objective of making money, may be deported and incarcerated for three years or less or fined ¥3,000,000 or less as well.

## Employment Eligibility Certificate

### 👉 Immigration Information Center

☎ 0570-013904

03-5796-7112

🌐 [www.immi-moj.go.jp/info/index.html](http://www.immi-moj.go.jp/info/index.html)

The eligibility of a foreign resident to undertake employment can be established by checking the landing permit stamped in the passport, the residence card, or permit for activity outside the visa status. However, it may be difficult to understand exactly what activities are permitted for the specific type of status of residence without reading the details of each visa type.

For this reason, for the convenience of both the employer and the foreign student, the Employment Eligibility Certificate, which specifically states the type of employment activity the holder is allowed to do, is issued upon the request of the foreign resident.

Please apply for this certificate at the Immigration Bureau.

## Staying and Working Illegally

Living in Japan beyond the permitted period of stay is illegal, and violators will be deported.


Illegal labor activity is when an illegal alien (those entering or remaining in Japan illegally) works and earns money, or when a foreign resident who does not have a visa status to work (such as a temporary visitor or student visa) works and earns money illegally. (However, this does not apply if a foreign resident with a permission to engage in nonspecified activities works.)


Business owners who hire foreign residents without proper authorization to work and those who assist illegal entry to Japan are also punishable by law.

Foreign residents who work illegally are likely to cause various problems not only in terms of labor, but also in terms of various aspects of life, such as maintaining peace and order. In addition, foreign residents who work illegally themselves are at a disadvantage, as they may not be able to receive sufficient assistance even if they are exploited or involved in some accident during their work.

## Employment for Foreign Students after Graduation

 **Tokyo Employment Service Center for Foreigners**

 0570-011000

 <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

For a college student to work in Japan after graduation depends on whether or not the status of residence can be changed. You may work if you carry out the designated procedures to change your status of residence at the Immigration Bureau and receive authorization. The following documents are usually required for these procedures:


1. Application for Change of Status of Residence
2. Reference material clearly describing the specific content of the activities in which you engaged and are going to engage in while in Japan.


3. Passport and residence card (or other equivalent official ID)

For authorization to change the status of residence, such matters as the subject the college student majored in, the knowledge and skills he/she has learned, whether or not the studies will be a part of his/her duties after employment, which apply to status of residence types (such as engineer/specialist in humanities/international services), the objective of future employment, and reason for wanting employment will all come under deliberation. In addition, the hiring company, the objective for hiring the college student and the need for the particular college student will also come under inspection.

## Finalizing Labor Contracts

 **Tokyo Employment Service Center for Foreigners**

 0570-011000

 <https://jsite.mhlw.go.jp/tokyo-foreigner/english.html>

As a rule, the Japanese Labor Standards Act, Minimum Wages Act, Industrial Safety and Health Act, and Workers' Accident Compensation Insurance Act apply to all those who work in Japan, regardless of nationality or sex, and regardless of legal status under immigration laws.

The main elements concerning labor conditions must be issued in writing to laborers. Since misunderstandings may arise, especially for foreign residents, written labor contracts are necessary to avoid any trouble that may occur in the future.

When finalizing a labor contract according to Labor Standards Act, the following main subjects must be indicated in writing:

1. Contract period and terms of renewal
2. Location and content of the job.
3. Starting time, finishing time, whether work is required beyond the designated working hours, break time/holidays, and the possibility of changing work hours
4. Salary, calculation and payment method, payment date, pay period and raises in salary
5. Retirement and resignation procedures

## Labor Insurance System

### Labor Standards Inspection Office for Workers' Accident Compensation Insurance Public Employment Security Office for Employment Insurance

In Japan, there are two types of programs that insure laborers: Workers' Accident Compensation Insurance and Employment Insurance.

Workers' Accident Compensation Insurance offers medical treatment compensation, work-absence related loss, disability compensation, or bereaved family compensation if a worker of a company or business location is injured or dies during work or on the commute to/from work.



Employment Insurance offers unemployed workers benefits for a designated period of time until he/she obtains another job. Foreign residents who live in Japan are considered members regardless of nationality, excluding foreign civil servants and those who are proved to be a recipient of unemployment compensation benefits of a foreign country.

Employers must pay the insurance premiums for the Workers' Accident Compensation Insurance plan. The insurance premiums for Employment Insurance are to be paid by the employer and the worker.

## Labor Consultations

At the following institutions, consultations on labor conditions and Workers' Accident Compensation Insurance are available:

### ● Tokyo Metropolitan Labor Consultation Center

 Tokyo Shigoto Center 9F, 3-10-3 Iidabashi, Chiyoda-ku  
 03-3265-6110

English: Mon. through Fri., 2 to 4 p.m.

Chinese: Tue. through Thu., 2 to 4 p.m.

Consultations are also available with videophone interpreters communicating in Spanish, Portuguese, French, Russian, Korean, Thai, Vietnamese, Nepalese, Indonesian, Filipino and Hindi.

### ● Tokyo Labor Bureau Advisory Services for Foreign Workers

 1-2-1 Kudan-Minami, Chiyoda-ku  
 03-3816-2135

English: Mon., Thu. and Fri.

Chinese: Mon., Tue. and Thu.

Filipino: Mon., Tue., Wed. and Fri.

Vietnamese: Mon. through Wed.

Nepalese: Tue. through Thu.

Cambodian: Wed.

Mongolian: Fri.


Hours: 9:30 a.m. to 4:30 p.m. (excluding 12 noon to 1 p.m.)

### ● Tokyo Labor Bureau Telephone Consultation Service for Foreign Workers


Hours: 10 a.m. to 3 p.m.

(excluding 12 noon to 1 p.m.)


English: Mon. through Fri.

 0570-001701


Chinese: Mon. through Fri.

 0570-001702


Portuguese: Mon. through Fri.

 0570-001703


Spanish: Mon. through Fri.

 0570-001704


Filipino: Mon. through Fri.

 0570-001705


Vietnamese: Mon. through Fri.

 0570-001706


Myanmarese (Burmese): Mon.

 0570-001707


Nepalese: Tue. through Thu.

 0570-001708


Korean: Thu. and Fri.

 0570-001709


Thai: Wed.

 0570-001712


Indonesian: Wed.

 0570-001715

Cambodian: Wed.

 0570-001716

Mongolian: Fri.

 0570-001718



## Service Counters Where Counseling in Foreign Languages Is Available

★ Shinjuku Foreign Resident Advisory Corner	General everyday living	English		☎ 03-5272-5060
		Chinese	(Mon. through Fri.)	☎ 03-5272-5070
		Korean		☎ 03-5272-5080
● Shinjuku Multicultural Plaza	General everyday living	Korean (afternoon only)	(Mon.)	
		Chinese, Thai, and Nepalese	(Tue.)	
		English (excluding 2nd and 4th Wednesday of the month)	(Wed.)	☎ 03-5291-5171
		Myanmar (Burmese) and Chinese	(Thu.)	
		Korean English (3rd Friday of the month)	(Fri.)	
● Consultation Support Center for Foreign Residents	Consultations concerning immigration, visa procedures, and everyday living	English and Chinese		☎ 03-3202-5535
		Spanish and Portuguese		☎ 03-5125-4039
● Foreign Residents Support Center (FRESC)	General everyday living	English, Chinese, etc.	(Mon. through Fri.)	☎ 0570-011000
● Immigration Information Center	Visa consultations	English, Spanish, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 0570-013904 ☎ 03-5796-7112
● Tokyo Metropolitan Consultations for Foreign Residents	General everyday living	English	(Mon. through Fri.)	☎ 03-5320-7744
		Chinese	(Tue. and Fri.)	☎ 03-5320-7766
		Korean	(Wed.)	☎ 03-5320-7700
● Police Department Comprehensive Consultation Center	Consultations for victims of crimes	English, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 03-3501-0110
			Touch-dial	☎ #9110
● Police Department Consultation for Foreign Residents	Consultations for victims of crimes	English, Chinese, etc.	(Mon. through Fri.)	☎ 03-3503-8484
● Tokyo Legal Affairs Bureau Information on Human Rights Counseling in Foreign Languages	Human rights consultations	English, Chinese, Korean, Filipino, Portuguese, Vietnamese, etc.	(Mon. through Fri.)	☎ 0570-090911
● Shinjuku Employment Assistance and Instruction Center for Foreigners	Labor consultations Introduction of employment/part-time jobs	English and Chinese	(Mon. through Fri.)	☎ 03-3204-8609
● Advisory Services for Foreign Workers	Labor consultations	English	(Mon., Thu. and Fri.)	
		Chinese	(Mon., Tue. and Thu.)	
		Filipino	(Mon., Tue., Wed. and Fri.)	
		Vietnamese	(Mon. through Fri.)	☎ 03-3816-2135
		Nepalese	(Tue. through Thu.)	
		Cambodian	(Wed.)	
		Mongolian	(Fri.)	
● Tokyo Metropolitan Labor Consultation Center	Labor consultations	English	(Mon. through Fri.)	☎ 03-3265-6110
		Chinese	(Tue. through Thu.)	
● Himawari (Tokyo Metropolitan Health and Medical Information Center)	Medical institutions and medical system	English and Chinese	(Daily)	☎ 03-5285-8181
		Korean, Thai, and Spanish		
● Japan Anti-Tuberculosis Association	Telephone consultations for foreign residents concerning tuberculosis	English, Chinese, Korean (third week only), Vietnamese, Myanmar (Burmese; morning only), Nepalese (second and fourth weeks; morning only)	(Tue.) 10 a.m. to 12 noon, 1 to 3 p.m.	☎ 03-3292-1218/9
● Tokyo English Lifeline	Consultations on everyday living	English	(Daily)	☎ 03-5774-0992
● Japan Post Customer Service Center	Postal services	English	(Daily)	☎ 0570-046-111
● NTT East Information	Telephone services, etc.	English, Chinese, Portuguese, and Spanish	(Daily)	☎ 0120-005-250
● JR East Infoline	Information on JR East Japan	English, Chinese, and Korean	(Daily)	☎ 050-2016-1603

### English Edition

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