



# Employment and Status of Residence

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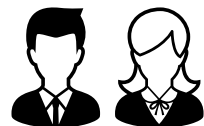


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To work in Japan, you must have a status of residence that allows employment. Status of residence can be divided into three general categories:

- (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 (19 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, and technical intern training

- (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.

Note: If your status of residence is designated activities, permission for employment varies individually.


## Public Employment Security Offices (Hello Work)


Hello Work is a government-run institution (Ministry of Health, Labour and Welfare) with offices in various parts of Japan that offers employment consultations and referrals regardless of nationality. They can introduce job-hunters to companies according to the conditions the candidates desire, such as type of work, wages, work hours and commuting conditions. Some Hello Work offices have foreign-language interpreters.

Please note that they will check your qualifications, such as your residence card and passport (with the designated document), to make sure that employment is possible.

### ● 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, CO·MO·RE Yotsuya, 1-6-1 Yotsuya, Shinjuku-ku

 03-5361-8722

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

This is a government-run institution (Ministry of Health, Labour, and Welfare) that helps foreign students as well as those with a status of residence that permits employment in specialized or technical fields looking for jobs.

#### (1) Who can use the center?

1. Foreign residents, etc. with a visa in a specialized or technical field, such as engineer/specialist in humanities/international services or skilled labor.
2. Foreign students who wish to work in Japan after graduating from a university, college, graduate school, junior college or vocational school. (Registration is possible from one school year before the year of graduation.)

#### (2) What to bring (must be original documents; photocopies are not acceptable):

Those with a visa for engineer/specialist in humanities/international services or skilled labor: Residence card

Those with a visa for designated activities: Residence card and passport (to confirm the designated document)



Foreign students: Residence card and student ID

(3) Advisors for visa status and interpreters

1. English-speaking and Chinese-speaking interpreters are available. If you need an interpreter, please call in advance to confirm that one is available.

Consultation hours: 9 a.m. to 5 p.m.

2. Consultation services concerning visa status are available.

Consultation hours: 10 a.m. to 5 p.m.

Center reception 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

The center provides job consultations and referrals for those with the following visas:

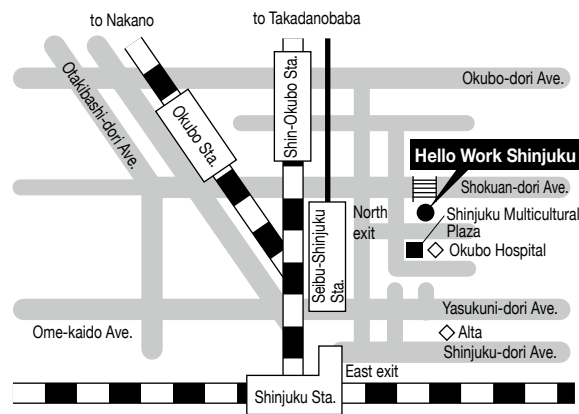
- Visas with no labor restrictions, such as permanent resident, long-term resident, spouse or child of Japanese national, or spouse or child of permanent resident
- Foreign students and those with a dependent visa who would like to work part-time
- Those on a working holiday

What to bring (must be original documents; photocopies are not acceptable):

Residence card, passport (with designated document), and student ID (in the case of student visas)

This center has English-speaking and Chinese-speaking interpreters. Consultations are by appointment only, so please make a reservation by phone or in person before coming in. Also, please notify us in advance if you need to cancel or change your reservation.

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

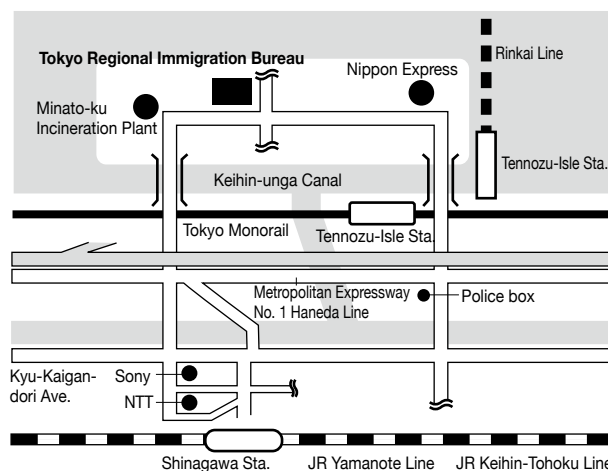


## Immigration Bureau

### Tokyo Regional Immigration Bureau

- 🏠 5-5-30 Konan, Minato-ku  
☎ 0570-034259  
03-5796-7234 (from IP phones and overseas)  
💻 [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 Shutsun'yoku Zairyu Kanrikyoku-mae Orikaeshi Toei Bus at JR Shinagawa Station, Konan exit (east exit) and get off at the Tokyo-Shutsun'yoku-Zairyu-Kanrikyoku-mae bus stop; or 2) A 15-walk from Tennozu-Isle Station (south exit) on the Tokyo Monorail or Tennozu-Isle Station (exit A) on the Rinkai Line (boarding from the JR Saikyō 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 (from IP phones and overseas)

💻 <https://www.moj.go.jp/isa/consultation/center/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, etc. without a permit for activity outside the visa status and employers who allow students, etc. 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, etc. 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, etc. 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 (from IP phones and overseas)

💻 <https://www.moj.go.jp/isa/consultation/center/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 checking 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 not only cause various problems 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

### Immigration Information Center

 0570-013904

03-5796-7112 (from IP phones and overseas)

 <https://www.moj.go.jp/isa/consultation/center/index.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)

When applying for a change of residence status, an assessment is conducted to determine whether the international student in question has majored in and graduated after studying subjects related to the skills and knowledge the intended job requires. The hiring company is also evaluated to confirm whether the student will be engaged in work that requires such skills/knowledge.

## Finalizing Labor Contracts

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. Duration of the employment contract
2. Criteria for renewing a fixed-term employment contract (including the maximum cumulative contract period or number of renewals)
3. Location and duties of the job (including the scope of changes to location and duties)
4. Start and end times, whether overtime work is required, break times, days off, leave policy, and details regarding shift changes if applicable
5. Matters related to determining and calculating wages, method(s) of payment, closing day of payroll, pay dates and details on salary increases
6. Matters related to resignation/dismissal (including reasons for dismissal)



## 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, Hindi, and Myanmar (Burmese).

### ● Tokyo Labor Bureau Consultation and Support Office for Foreigners

 Foreign Residents Support Center (FRESC)  
Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku

 03-5361-8728

English: Mon. through Fri.

Chinese: Mon. through Fri..

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

Vietnamese: Tue., Thu. and Fri.

Nepalese: Mon. through Thu.

Indonesian: Tue.

Cambodian: Wed.

Thai: Thu.


Myanmar (Burmese): Fri.


Mongolian: Fri.

Hours: 9:30 a.m. to 4:30 p.m.

(excluding 12 noon to 1 p.m.)

### ● Shinjuku Labor Standards Inspection Office—Advisory Services for Foreign Workers

 Shinjuku Rodo Sogo Chosha 4F, 4-4-1 Hyakunin-cho, Shinjuku-ku

 03-5338-5582

English: Mon. and Tue.

Chinese: Tue., Thu. and Fri.

Myanmar (Burmese): Mon.

Korean: Wed., Thu. and Fri.


Thai: Wed.


Indonesian: Wed.

Hours: 9:30 a.m. to 4:30 p.m.

(excluding 12 noon to 1 p.m.)

### ● Shinagawa Labor Standards Inspection Office—Advisory Services for Foreign Workers

 3-13-26 Kami-Osaki, Shinagawa-ku

 03-3440-7556

Chinese: Wed. and Fri.

Tagalog: Mon. and Thu.

Hours: 9:30 a.m. to 4:30 p.m.

(excluding 12 noon to 1 p.m.)

### ● Ministry of Health, Labour and Welfare 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.


Chinese: Mon. through Fri.


Portuguese: Mon. through Fri.


Spanish: Mon. through Fri.


Tagalog: Mon. through Fri.


Vietnamese: Mon. through Fri.


 0570-001701








 0570-001702

 0570-001703

 0570-001704

 0570-001705

 0570-001706

Myanmarese (Burmese): Fri.	 0570-001707
Nepalese: Mon. through Thu.	 0570-001708
Korean: Wed., Thu. and Fri.	 0570-001709
Thai: Thu.	 0570-001712
Indonesian: Tue.	 0570-001715
Cambodian: Wed.	 0570-001716
Mongolian: Fri.	 0570-001718



Employment and Status of Residence