

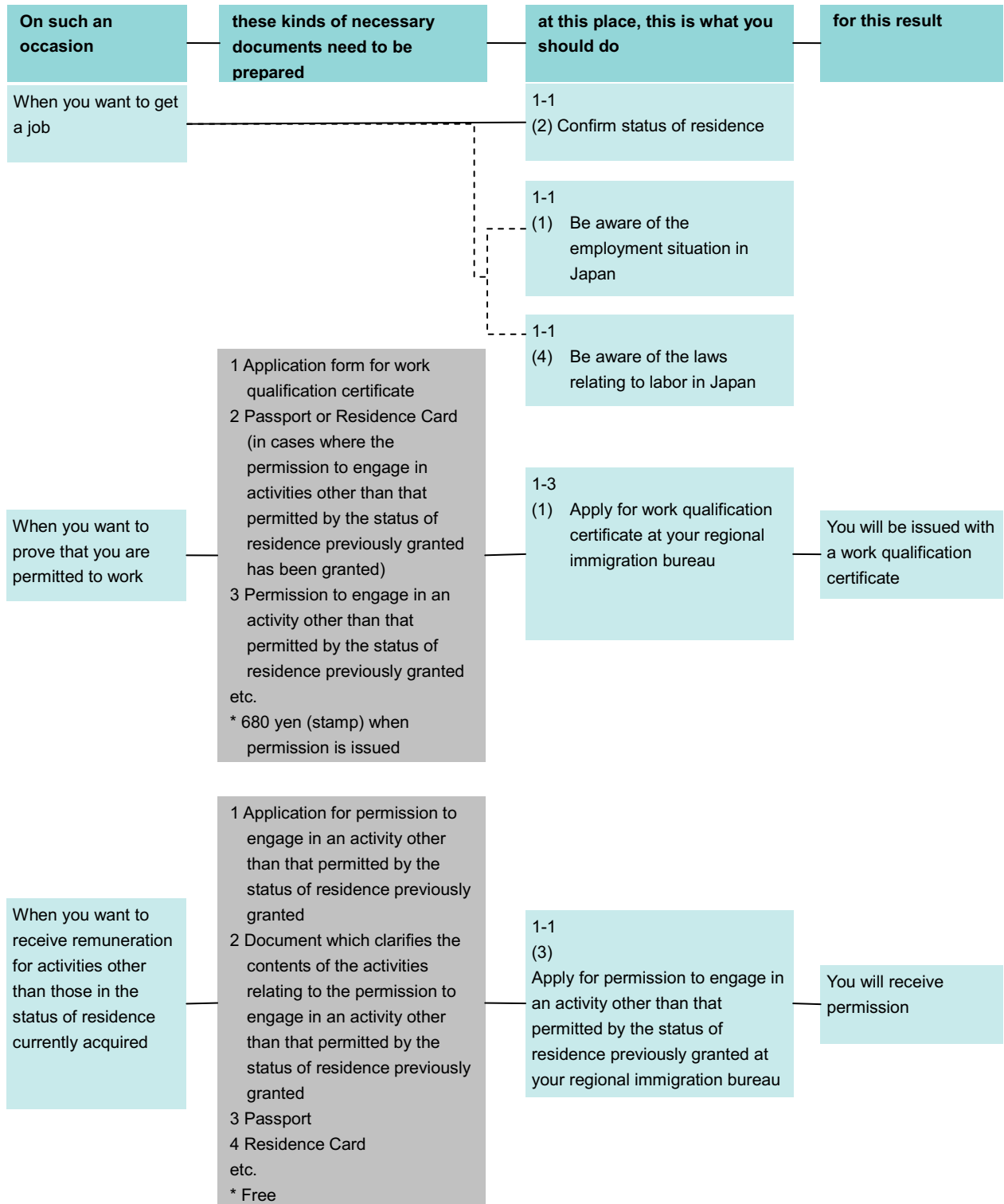
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When you get a job, after you get a job, when you leave a job

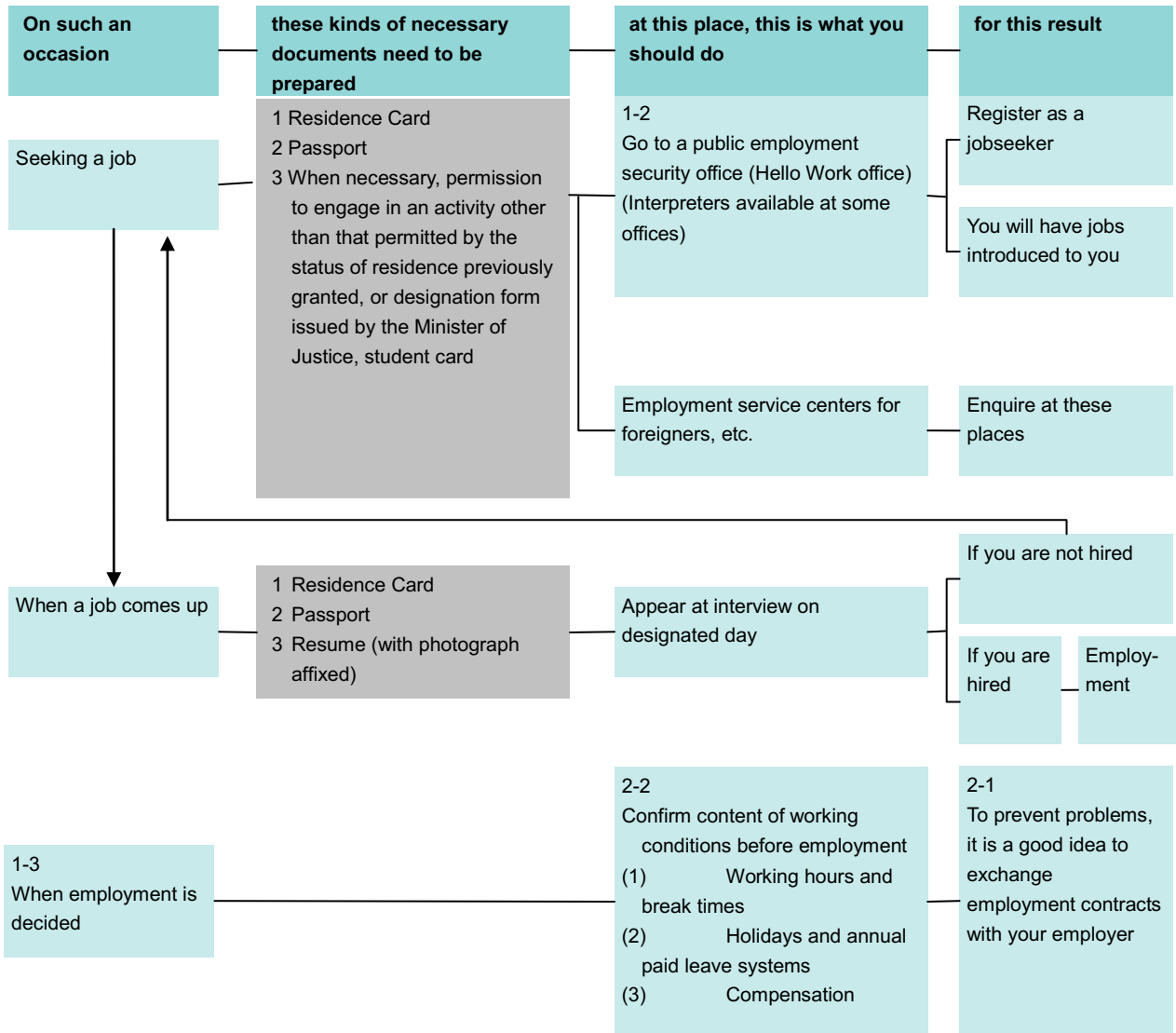


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Procedures to be entered into by employers for workers

3-1	Workmen's Accident Compensation Insurance	_____	Necessary when you become sick or injured through work or while commuting
3-2	Employment insurance	_____	Necessary when you are unemployed
4-1	Medical insurance	_____	Necessary when you become sick or injured
4-2	Pension insurance	_____	For society as a whole to support elderly persons
	When you leave Japan	_____	Lump-sum withdrawal refund (upon leaving Japan)

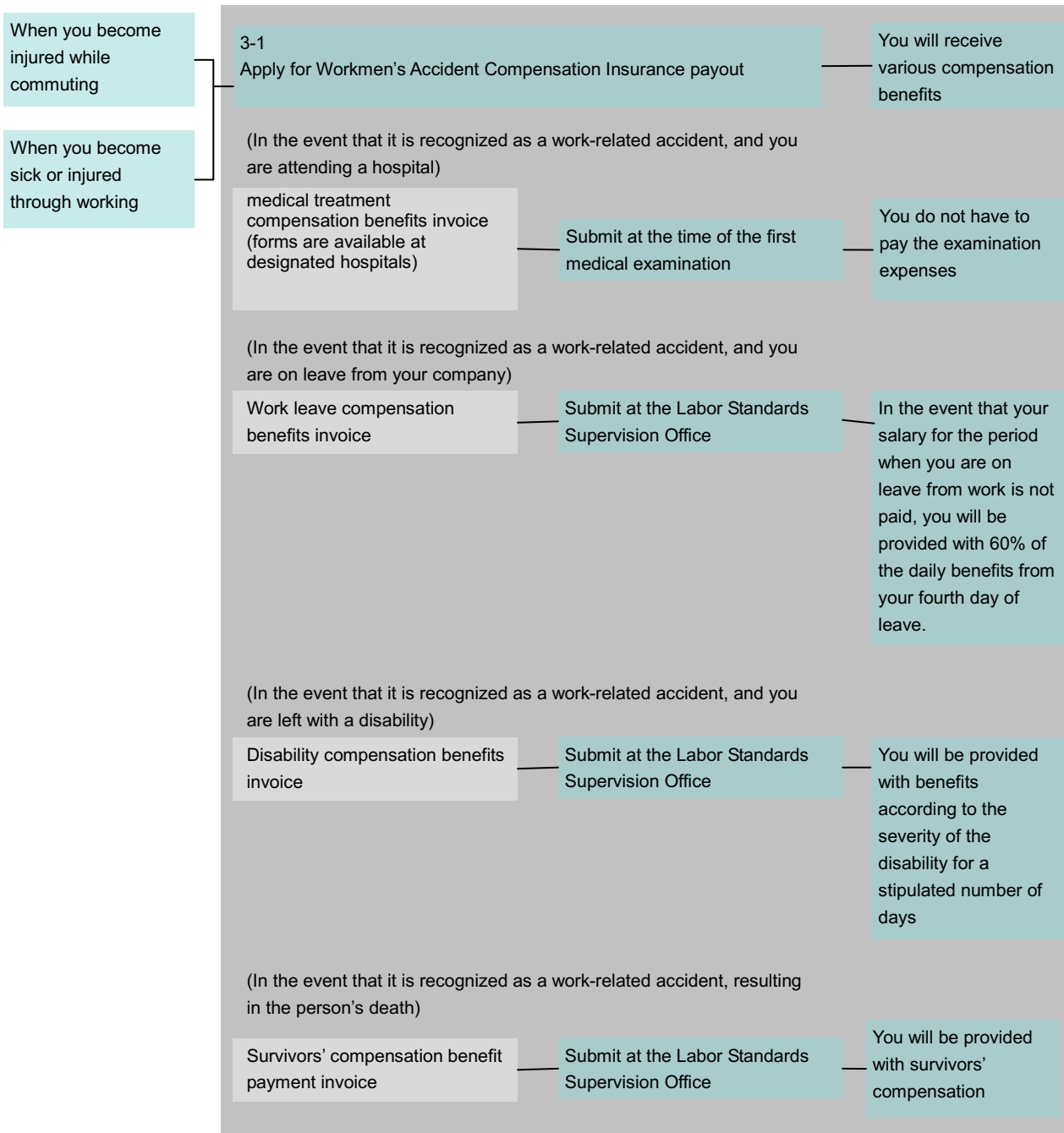
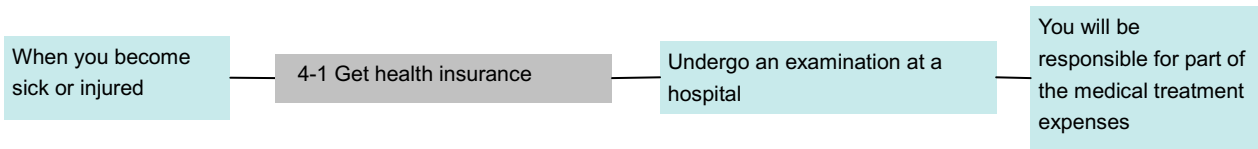
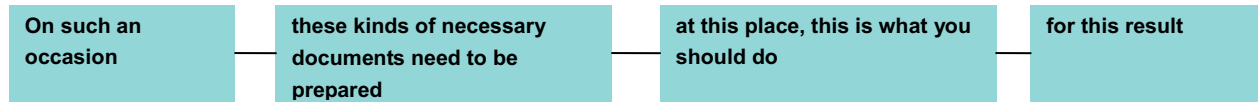


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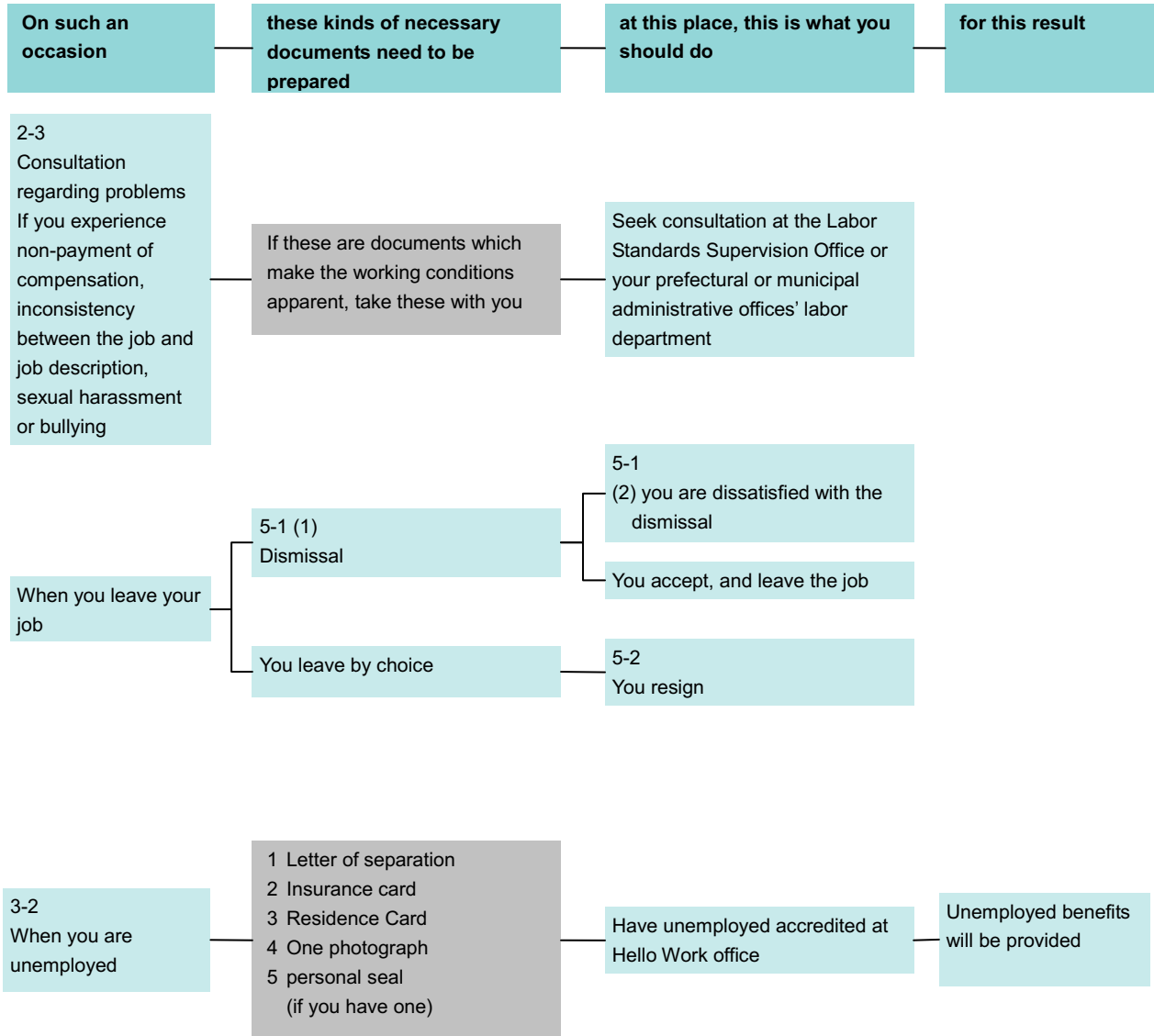


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In order to work and lead a safe and comfortable life in Japan, it is very important to know of Japanese labor and workplace habits and customs. Please take on the knowledge and information about work and training in this section (E), and lead a comfortable working lifestyle.

1 Job seeking

When you seek a job in Japan, it is necessary to have status of residence. First confirm your status of residence before seeking a place of work.

1-1 Seeking a job

(1) Employment situation in Japan

The biggest difference between customs in workplaces in Japan and those in other countries is that unfortunately, there are many cases where contracts are not exchanged. In terms of preventing problems before they occur, it is important to check working conditions carefully before you are employed.

Even in cases where contracts are not exchanged, it is desirable to have your employer clarify the working conditions and issue them to you in writing. In addition, it is important to make use of the Notice of Employment Conditions (rodo joken tsuchisho) created by the Ministry of Health, Labor and Welfare (available in eight languages: English, Portuguese, Spanish, Chinese, Korean, Tagalog, Indonesian and Vietnamese).

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Sample

Notice of Employment 労働条件通知書	
To: _____ 殿	Date: _____ 年月日 Company's name _____ 事業場名称 (ローマ字で記入) Company's address _____ 所在地 (ローマ字で記入) Telephone number _____ 電話番号 Employer's name _____ 使用者職氏名 (ローマ字で記入)
I. Term of employment 契約期間	Non-fixed, _____ Fixed (From _____ to _____) 期間の定めなし 期間の定めあり(※) (年 月 日 ~ 年 月 日)
II. Place of employment 就業の場所	
III. Contents of duties 従事すべき業務の内容	
IV. Working hours, etc. 労働時間等	1. Opening and closing time: 始業・終業の時刻等 (1) Opening time (_____) Closing time (_____) 始業 (時 分) 終業 (時 分) [If the following systems apply to workers] 【以下のような制度が労働者に適用される場合】 (2) Irregular labor system, etc.: Depending on the following combination of duty hours as an irregular (_____) unit work or shift system. 変形労働時間制等; (_____) 単位の変形労働時間制・交代制として、次の勤務時間の組み合わせによる。 [_____] Opening time (_____) Closing time (_____) (Day applied: _____) 始業 (時 分) 終業 (時 分) (適用日 _____) [_____] Opening time (_____) Closing time (_____) (Day applied: _____) 始業 (時 分) 終業 (時 分) (適用日 _____) [_____] Opening time (_____) Closing time (_____) (Day applied: _____) 始業 (時 分) 終業 (時 分) (適用日 _____) (3) Flex time system: Workers determine opening and closing time. フレックスタイム制; 始業及び終業の時刻は労働者の決定に委ねる。 [However, flex time: (opening) from _____ to _____ ; (ただし、フレキシブルタイム (始業) 時 分から 時 分、 (closing) from _____ to _____] (終業) 時 分から 時 分、 Core time: from (opening) _____ to (closing) _____] コアタイム 時 分から 時 分) (4) System of deemed working hours outside workplace: Opening (_____) Closing (_____) 事業場外みなし労働時間制; 始業 (時 分) 終業 (時 分) (5) Discretionary labor system: As determined by workers based on opening (_____) closing (_____) 裁量労働制; 始業 (時 分) 終業 (時 分) を基本とし、労働者の決定に委ねる。 ○ Details are stipulated in Article (_____), Article (_____), Article (_____) of the Rules of Employment 詳細は、就業規則第 条~第 条、第 条~第 条、第 条~第 条
2. Rest period (_____) minutes 休憩時間 (_____) 分	
3. Presence of overtime work (Yes: No:) 所定時間外労働の有無 (有 , 無)	



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V. Days off
休日
・ Regular days off: Every (), national holidays, others ()
定例日；毎週 曜日、国民の祝日、その他 ()
・ Additional days off: () days per week/month, others ()
非定例日；週・月当たり 日、その他 ()
・ In the case of irregular labor system for each year: () days
1年単位の変形労働時間制の場合一年間 日
○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment
詳細は、就業規則第 条～第 条、第 条～第 条

VI. Leave
休暇
1. Annual paid leave: Those working continuously for 6 months or more, () days
年次有給休暇 6か月継続勤務した場合→ 日
Those working continuously up to 6 months, (Yes: No:)
継続勤務6か月以内の年次有給休暇 (有 , 無)
→ After a lapse of () months, () days
か月経過で 日
2. Other leave: Paid ()
その他の休暇 有給 ()
Unpaid ()
無給 ()
○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment
詳細は、就業規則 第 条～第 条、第 条～第 条

VII. Wages
賃金
1. Basic pay (a) Monthly wage (yen) (b) Daily wage (yen)
基本賃金 月給 (円) 日給 (円)
(c) Hourly wage (yen)
時間給 (円)、
(d) Payment by job (Basic pay: yen; Security pay: yen)
出来高給 (基本単価 円、保障給 円)
(e) Others (yen)
その他 (円)
(f) Wage ranking stipulated in the Rules of Employment
就業規則に規定されている賃金等級等

2. Amount and calculation method for various allowances
諸手当の額及び計算方法
(a) () allowance: yen; Calculation method:)
() 手当 円/ 計算方法:)
(b) () allowance: yen; Calculation method:)
() 手当 円/ 計算方法:)
(c) () allowance: yen; Calculation method:)
() 手当 円/ 計算方法:)
(d) () allowance: yen; Calculation method:)
() 手当 円/ 計算方法:)

3. Additional pay rate for overtime, holiday work or night work
所定時間外、休日又は深夜労働に対して支払われる割増賃金率
(a) Overtime work: Legal overtime ()% Fixed overtime ()%
所定時間外 法定超 ()%、 所定超 ()%、
(b) Holiday work: Legal holiday work ()% Non-legal holiday work ()%
休日 法定休日 ()%、 法定外休日 ()%、
(c) Night work ()%
深夜 ()%

4. Closing day of pay roll: () of every month; () of every month
賃金締切日 () 一毎月 日、() 一毎月 日



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5. Pay day: () of every month; () of every month
賃金支払日 () 一毎月 日、() 一毎月 日

6. Method of wage payment ()
賃金の支払方法 ()

7. Deduction from wages in accordance with labor-management agreement : [No: Yes:()]
労使協定に基づく賃金支払時の控除 (無 , 有 ())

8. Wage raise : (Time, etc.)
昇給 (時期等)

9. Bonus : [Yes: (Time and amount, etc.); No:]
賞与 (有 (時期、金額等) , 無)

10. Retirement allowance : [Yes: (Time and amount, etc.); No:]
退職金 (有 (時期、金額等) , 無)

VIII. Items concerning retirement
退職に関する事項

1. Retirement age system [Yes: () old; No:]
定年制 (有 (歳) , 無)

2. Continued employment scheme [Yes: (Up to years of age); No:]
継続雇用制度 (有 (歳まで) , 無)

3. Procedure for retirement for personal reasons [Notification should be made no less than () days before the retirement.]
自己都合退職の手続 (退職する 日以上前に届け出ること)

4. Reasons and procedure for the dismissal:
解雇の事由及び手続

○ Details are stipulated in Article (), Article (), Article () of the Rules of Employment
詳細は、就業規則第 条~第 条、第 条~第 条

IX. Others
その他

- Joining social insurance [Employees' pension insurance; Health insurance; Employees' pension fund; other: ()]
社会保険の加入状況 (厚生年金 健康保険 厚生年金基金 その他 ())
- Application of employment insurance: (Yes: No:)
雇用保険の適用 (有 , 無)
- Others
その他

※ To be entered in case where, with regard to "Period of contract," you answered: "There is a provision for a certain period."
「契約期間」について「期間の定めあり」とした場合に記入

Renewal
更新の有無

1. Renewal of contract
契約の更新の有無
[The contract shall be automatically renewed. • The contract may be renewed.
自動的に更新する 更新する場合があります
The contract is not renewable. • Others ()]
契約の更新はしない その他 ()

2. Renewal of the contract shall be determined by the following factors:
契約の更新は次により判断する

- Volume of work to be done at the time the term of contract expires
契約期間満了時の業務量
- Employee's work record and work attitude • Employee's capability
勤務成績、態度 能力
- Business performance of the Company • State of progress of the work done by the employee • Others ()
会社の経営状況 従事している業務の進捗状況 その他 ()

Employee (signature) _____
受け取り人 (署名)

Source: Model Notice of Employment For Foreign Workers , Ministry of Health, Labour and Welfare





1 Job seeking

(2) Work and status of residence

First of all, when you want to become employed in Japan, you need to check whether you can do a particular job according to your status of residence (please refer to [B Status of residence, 1 Confirmation of status of residence](#)). If it falls outside the scope of activities permitted by the status of residence, and is to be done to obtain compensation etc., you will have to acquire a permission to engage in an activity other than that permitted by the status of residence previously granted from your regional immigration bureau. Casual part-time jobs without such a permit constitute illegal labor (please refer to [B Status of residence, 2-6 Permission to engage in an activity other than that permitted by the status of residence previously granted](#))

●List of types of status of residence

① Status of residence which permits work (18 types)

Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
Diplomat	Activities of a member of a diplomatic mission or consulate of a foreign government to the Japanese government, or a person granted the same prerogatives and exemptions as a diplomatic mission by a treaty or international institution, or a member of the family of such a person constituting part of his or her household <Ambassadors, ministers and general consulates of foreign governments, members of a delegation, etc. and their families>	Period when "diplomatic activities" are undertaken	○
Official	Activities of a person authorized by the Japanese government to carry out the public duties of a foreign government or international organization, or a member of the family of such a person constituting part of his or her household (excluding activities which come under the category of "Diplomat") <Employees of embassies, and general consulates of foreign governments, members of a delegation employed to carry out public duties, etc. and their families>	5 years, 3 years, 1 year, 3 months, 30 days or 15 days	○
Professor	Activities of researching, leading research or instructing at a Japanese university, organization equivalent to an institution, or collages of technology <University professors, etc.>	5 years, 3 years, 1 year 3 months	○
Artist	Activities of music, fine arts, literature or other artistic activities for earning an income (excluding activities which come under the category of "Entertainment") <Painters, composers, writers etc.>	5 years, 3 years, 1 year or 3 months	○
Religious activities	Missionary work or other activities undertaken by persons of religion dispatched to Japan by foreign religious bodies <Missionary priests etc. dispatched by foreign religious bodies>	5 years, 3 years, 1 year or 3 months	○
Journalist	Coverage and activities undertaken based on a contract with a foreign media organization <Journalists, camera operators etc. belonging to foreign media organizations>	5 years, 3 years 1 year or 3 months	○

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Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
<p>Highly skilled professionals</p>	<p>Type 1 Activities which come under any of the following (a) to (c) to be conducted by foreign nationals who meet the criteria provided for by an ordinance of the Ministry of Justice as human resources who possess advanced and specialized skills, and who are expected to contribute to the academic research and economic development of Japan.</p> <p>(a) Activities of engaging in research, research guidance or education based on a contract with a public or private organization in Japan designated by the Minister of Justice, or in conjunction with such activities, activities of personally operating a business which is related to such activities or activities of engaging in research, research guidance or education based on a contract with a public or private organization in Japan other than the applicable organization.</p> <p>(b) Activities of engaging in work requiring specialized knowledge or skills in the field of natural sciences or humanities based on a contract with a public or private organization in Japan designated by the Minister of Justice, or in conjunction with such activities, activities of personally operating a business which is related to the applicable activities.</p> <p>(c) Activities of operating international trade or some other business of a public or private organization in Japan designated by the Minister of Justice or of managing such business, or in conjunction with such activities, activities of personally operating a business which is related to the applicable activities.</p> <p>Type 2 The following activities to be conducted by foreign nationals who engaged in the activities given in Type 1 and who meet the criteria provided for by an ordinance of the Ministry of Justice as persons whose residence will contribute to the interests of Japan.</p> <p>(a) Activities of engaging in research, research guidance or education based on a contract with a public or private organization in Japan.</p> <p>(b) Activities of engaging in work requiring specialized knowledge or skills in the field of natural sciences or humanities based on a contract with a public or private organization in Japan.</p> <p>(c) Activities of operating international trade or some other business of a public or private organization in Japan, or of managing such business.</p> <p>(d) In conjunction with any of the activities listed in Type 2 (a) to (c), the activities which come under the categories of “Professor”, “Artist”, “Religious Activities”, “Journalist”, “Legal/Accounting Services”, “Medical Services”, “Instructor”, “Engineer/Specialist in Humanities/International Services”, “Entertainer” or “Skilled Labor” (excluding activities coming under any of Type 2 (a) to (c)). <Highly-skilled human resources in accordance with the points system></p>	<p>5 years for Type 1 and indefinite for Type 2</p>	



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Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
Business manager	Foreigners who start the management of trading companies or other businesses in Japan, or who invest in such a business and carry out management, or who are engaged in the administration of such a business or who start managing such a business in Japan (includes foreign corporations. This also applies in the following items). Alternatively, activities for the management of the business or the administration of such a business carried out on behalf of a foreigner who has invested in such a business (excluding activities for the management or administration of businesses which may not legally be carried out unless they come under the category of "Legal/accounting services") <Company managers and administrators of foreign companies, etc.>	5 years, 3 years, 1 year, 4 months or 3 months	○
Legal / Accounting Services	Activities relating to work duties relating to law and accounting which are to be undertaken by lawyers in foreign law, foreign public certified accountants and persons possessing other legal qualifications <Lawyers, public certified accountants etc.>	5 years, 3 years 1 year or 3 months	○
Medical Services	Activities for work duties relating to medical services, to be undertaken by doctors, dentists or other persons possessing legal qualifications <Doctors, dentists, pharmacists, nurses>	5 years, 3 years 1 year or 3 months	○
Researcher	Activities for work duties for undertaking research, based on a contract with a public or private organization in Japan (excluding activities which come under the category of "Professor") <Researchers at governmental organizations or private companies>	5 years, 3 years, 1 year or 3 months	○
Instructor	Activities of language education or other education at elementary schools, junior high schools, high schools, schools for students with special needs, vocational schools or other types of schools and educational organizations which are equivalent in terms of facilities and structure <Language instructors etc. at elementary, junior high and high schools etc.>	5 years, 3 years 1 year or 3 months	○
Engineer	Activities for work duties requiring technical skills or knowledge pertaining to physics, engineering or other natural sciences, undertaken based on a contract with a Japanese public or private organization (excluding activities which come under the categories of "Professor," "Investor/business manager" the categories between "Medical services," and "Instructor" and the categories between "Intracompany transferee" and "Entertainer") <Engineers such as mechanical engineers>	5 years, 3 years, 1 year or 3 months	○
Engineer / Specialist in Humanities / International Services	Activities to engage in services, which require skills or knowledge pertinent to physical science, engineering or other natural science fields, or to engage in services, which require knowledge pertinent to jurisprudence, economics, sociology or other human science fields, or to engage in services, which require specific ways of thought or sensitivity based on experience with foreign culture, based on a contract with a public or private organization in Japan (excluding activities which come under the category of "Professor", "Artist", "Journalist", "Business Manager", "Legal/Accounting Services", "Medical Services", "Researcher", "Instructor", "Intra-company Transferee" and "Entertainer"). <Engineer such as of mechanical engineering, interpreter, designer, language instructor at a private company or marketing specialist, etc.>	5 years, 3 years, 1 year or 3 months	○



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Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
Intracompany Transferee	Activities which come under the categories of “Engineer/Specialist in Humanities/International Services” in this list which are undertaken by an employee of a place of business, being the main office or branch or other place of business, which is a public or private organization in a foreign country, when the employee concerned is transferred to a place of business in Japan for a stipulated period of time <Employees transferred from a foreign place of business>	5 years, 3 years, 1 year or 3 months	○
Care Worker	Activities of engaging in care service or care guidance, which are to be undertaken by certified care workers, based on a contract with a public or private organization in Japan.	5 years, 3 years, 1 year or 3 months	○
Entertainment	Activities related to entertainment such as theater, performing arts, performance and sports, or other artistic activities (excluding activities which come under the category of “Business manager”) <Actors, singers, dancers, actors, professional sports players etc.>	3 years, 1 year, 6 months, 3 months or 15 days	○
Skilled Labor	Activities engaged in work duties which require proficient skills in a specialist production field, to be undertaken based on a contract with a public or private organization in Japan. <Foreign cuisines chef, sports instructors, pilots of aircraft, etc., metalworker in precious metals, pilot etc.>	5years, 3 years, 1 year or 3 months	○



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Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
Technical Intern Training	Type 1 (a) Activities to receive training courses and activities to acquire skills and knowledge through employment agreements, based on a technical intern training plan approved by the Technical Intern Training Act (limited to those related to the Individual enterprise-based training I) (b) Activities to receive training courses and activities to acquire skills and knowledge through employment agreements, based on a technical intern training plan approved by the Technical Intern Training Act (limited to those related to the Supervising organization-based training I)	Type 1 Not more than 1 year and as specified individually by the Minister of Justice	○
	Type 2 (a) Activities to receive training courses and activities to acquire skills and knowledge through employment agreements, based on a technical intern training plan approved by the Technical Intern Training Act (limited to those related to the Individual enterprise-based training II) (b) Activities to receive training courses and activities to acquire skills and knowledge through employment agreements, based on a technical intern training plan approved by the Technical Intern Training Act (limited to those related to the Supervising organization-based training II)	Type 2 Not more than 2 years and as specified individually by the Minister of Justice	
	Type 3 (a) Activities to receive training courses and activities to acquire skills and knowledge through employment agreements, based on a technical intern training plan approved by the Technical Intern Training Act (limited to those related to the Individual enterprise-based training III) (b) Activities to receive training courses and activities to acquire skills and knowledge through employment agreements, based on a technical intern training plan approved by the Technical Intern Training Act (limited to those related to the Supervising organization-based training III)	Type 3 Not more than 2 years and as specified individually by the Minister of Justice	

② Status of residence which does not permit work (5 types)

Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
Cultural Activities	Non-income earning academic or artistic activities, or activities to conduct specialist research in culture or arts peculiar to Japan or to learn such culture or arts through specialized instruction from a specialist (excluding activities which come under the category of "College student") <Researchers in Japanese culture etc.>	3 years, 1 year, 6 months or 3 months	×
Temporary Visitor	Activities of tourism, recreation, sports, visiting relatives, observations, participation in study courses or meetings, business communication and other similar activities to be undertaken over a short-term stay in Japan <Tourists, people participating in meetings, etc.>	Period within the following day-periods: 90 days, 30 days or 15 days	×



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Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
College Student	Activities of obtaining education at a Japanese university, at a college of technology (koto senmon gakko), at a senior high school (including the senior high school term at a junior-senior high school [chuto kyoiku gakko]). Or activities of obtaining an education in the senior high school level of a school for special needs education (tokubetsu shien gakko), a junior high school (including the junior high school term at a junior-senior high school [chuto kyoiku gakko]), a junior high school level of a school for special needs education (tokubetsu shien gakko), an elementary school, an elementary school level of a school for special needs education (tokubetsu shien gakko), an advanced vocational school (senshu gakko), a school in the miscellaneous category (kakushu gakko), or an educational organization providing an equivalent curriculum in Japan. <Students at universities, junior colleges or colleges of technology, senior high schools, junior high schools or elementary schools, etc.>	4 years and 3 months, 4 years, 3 years and 3 months, 3 years, 2 years and 3 months, 2 years, 1 year and 3 months, 1 year, 6 months or 3 months	×
Trainee	Activities for learning technical skills, skills, etc. through being taken on at a private or public organization in Japan (excluding activities which come under the category of "Technical Trading Intern Type 1" or "College student" <Trainees>	1 year, 6 months or 3 months	×
Dependent	Everyday activities undertaken by spouses or children who are dependents of persons who are staying in Japan and who possess the qualifications of categories between "Professor" and "Cultural activities" (excluding "Technical Intern Training") or who are staying in Japan and who possess the qualifications of "College student," or "Trainee". <Dependent spouses/children of foreign residents, etc.>	5 years, 4 years and 3 months, 4 years, 3 years and 3 months, 3 years, 2 years and 3 months, 2 years, 1 year and 3 months, 1 year, 6 months or 3 months	×



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③ Status of residence which may permit work depending on the permission given to the individual (1 type)

Status of residence	Activities which may be undertaken in Japan (for example, types of employment permitted)	Period of stay	Work
Designated Activities	Activities which have been specially designated by the Minister of Justice to an individual foreigner <Domestic staff of a diplomat, etc., working holiday, nurses / caregivers designated according to economic treaties>	5 years, 4 years, 3 years, 2 years, 1 year, 6 months, 3 months or a period designated by the Minister of Justice for the individual foreigner within the scope of no more than 5 years	○

④ Status of residence based on personal relationship or position (4 types)

Status of residence	Personal relationship or position on which the residence is authorized in Japan	Period of stay	Work
Permanent Resident	Persons recognized as permanent residents by the Minister of Justice <Persons who have been granted permission from the Minister of Justice to stay in Japan permanently (except for Special Permanent Residents under the Immigration Control Special Act)>	No limit	◎
Spouse or Child of Japanese National	Person who is a spouse or child of a Japanese nation, an adopted child under the Special Adoption System according to Provision 2 of Article 817 of the Civil Law (1896, Code No. 89), or a child born in Japan to a Japanese person <Spouses or children of Japanese nationals, biological children adopted children under the Special Adoption System>	5 years, 3 years, 1 year or 6 months	◎
Spouse or Child of Permanent Resident	Person who is a spouse or child of a person possessing a permanent resident's status of residence, or of a special permanent resident as stated in the "Persons who have been recognized according to the Special Law on the Immigration Control of, inter alia, those who have lost Japanese nationality on the basis of the Treaty of Peace with Japan." (hereafter referred to as "permanent residents") or a person born in Japan as the child of a permanent resident and, following this, continuing to live in Japan <Spouses and children of permanent residents or special permanent residents, or biological children born in Japan and continuing to live here>	5 years, 3 years, 1 year or 6 months	◎



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Status of residence	Personal relationship or position on which the residence is authorized in Japan	Period of stay	Work
Long-Term Resident	Person for whom the Minister of Justice has stipulated a set period of residence in view of special circumstances <Refugees accepted for third-country resettlement, conditional refugees, third-generation Nikkei, Japanese left behind in China, etc.>	5 years, 3 years, 1 year, 6 months or a period designated by the Minister of Justice for the individual foreigner within the scope of no more than 5 years	◎

NB: Symbols in the “Work” column have the following meanings:

- ◎ : No restrictions on work
- : Work is permitted within certain limits
- × : Work is not permitted

Source: Ministry of Justice, Immigration Bureau, “List of Types of Status of Residence” and “Start of a new residency management system!”





1 Job seeking

(3) Permission to engage in an activity other than that permitted by the status of residence previously granted for status of residence which does not permit work

Persons possessing the status of residence of "Cultural activities," "Temporary visitor," "College student," "Trainee," and "Dependent" are not permitted to run businesses for earning incomes, or to undertake activities to receive remuneration in Japan. Therefore, in the event that person with this status of residence wants to be employed, he or she needs to be granted permission to engage in an activity other than that permitted by the status of residence previously granted by his or her regional immigration bureau. However, the activities other than that permitted by the status of residence previously granted will only be permitted in the event that they are recognized as being suited to the scope of the true status of residence and as posing no hindrance to the activities of the status of residence.

Necessary documents	Where to submit application/enquiries	When	Fee
1 Application for permission to engage in an activity other than that permitted by the status of residence previously granted 2 Document which clarifies the contents of the activities relating to the permission to engage in an activity other than that permitted by the status of residence previously granted 3 Passport 4 Residence Card etc.	Where to submit application: Regional immigration bureau in the area where you live Enquiries: Regional immigration bureau in the area where you live, or a foreign residence general information center	When you want to undertake activities other than those in the status of residence currently acquired	Free

The hours of part-time work which may as a general principle be undertaken by persons possessing "College student" status of residence after acquiring the comprehensive permission to engage in an activity other than that permitted by the status of residence previously granted are up to 28 hours per week (up to 8 hours per day during long holidays) (please refer to [B Status of residence, 2-6 Permission to engage in an activity other than that permitted by the status of residence previously granted](#)).



1 Job seeking

(4) Law concerning labor

When you work in Japan, the law applies to labor in the following ways regardless of nationality.

Employment Security Law

This stipulates that persons may not be discriminated against on the grounds of nationality in employment guidance or employment introduction. However, it does not apply to the introduction of illegal employment.

Labor Standards Law

This states the minimum requirements of working conditions, in things such as employment contracts, compensation (salaries), working hours, breaks, holidays and the annual paid leave system. It stipulates that persons may not be discriminated against on the grounds of nationality, religion or social position in terms of working conditions such as compensation and working hours.

Law for Equal Employment Opportunity of Men and Women

This prohibits discrimination on the grounds of the worker's gender in terms of job advertisement, hiring, position of workers, promotion, education and training, welfare benefits, or age/resignation/dismissal.

Other

The Minimum Wage Law, the Industrial Safety and Health Law, the Workmen's Accident Compensation Insurance Law, the Family and Medical Leave Law, and the Law concerning the Improvement of Employment Management, etc. of Part-Time Workers all apply to foreigners as well.



1 Job seeking

1-2 Employment consultation and employment introduction

(1) Public employment security offices (Hello Work offices)

These are national organizations which carry out employment consultation and employment introduction for free. The Hello Work offices are connected through a computer online system, allowing data of job advertisement from all over the country to be viewed. You can also receive consultation about part-time jobs.

It is a good idea for persons who can speak Japanese to use their nearest Hello Work office. People who are not proficient in Japanese may also be able to make use of Hello Work offices, but they should confirm this over the telephone before going.

When registering as a jobseeker, your status of residence and period of stay will be confirmed, so be sure to bring both your passport and Residence Card or special permanent resident certificate with you.

Some Hello Work offices have interpreters.

List of offices for foreigners:

<http://www.mhlw.go.jp/bunya/koyou/naitei/dl/nihong1.pdf>

	Documents etc. you need to bring with you
In the case of a person with college student / dependent status of residence who hopes to get a casual part-time job	1 Residence Card 2 Passport 3 Permission to engage in an activity other than that permitted by the status of residence previously granted (please refer to B Status of residence 2-6 Permission to engage in an activity other than that permitted by the status of residence previously granted)
In the case of a person with designated activities status of residence (working holiday etc.)	1 Residence Card 2 Passport 3 Designation form issued by the Minister of Justice
In the case of a college student seeking consultation about what to do after graduating	1 Residence Card 2 Passport 3 Student card

Source: User's guide, Shinjuku Foreigners Employment Support and Advisory Center (upper 2 columns)

Tokyo Employment Service Center for Foreigners 'Guide for Overseas Students: How to register for employment (bottom column)

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1 Job seeking

(2) Employment service centers for foreigners

Besides employment service centers for foreigners in Tokyo, Osaka, Nagoya, which provide specialized employment consultation and employment support to foreigners, there are some public employment security offices (Hello Work offices) that have interpreters.

Employment service centers for foreigners

Name	Location	Telephone number		Available hours*
Tokyo Employment Center for Foreigners	163-0721 21F Odakyu Daiichi Seimei Bldg, 2-7-1 Nishi Shinjuku, Shinjuku-ku, Tokyo	TEL 03-5339-8625 FAX 03-5339-8654	English Chinese	8:30~17:15 (except Sat., Sun., and year-end & New Year holidays) * If an interpreter is required, please confirm with the center.
Tokyo Employment Service Center for Foreigners	160-8489 Hello Work Shinjuku 1F (in Kabuki-cho Chosha), 2-42-10 Kabuki-cho, Shinjuku-ku, Tokyo	TEL 03-3204-8609 FAX 03-3204-8619	English, Portuguese, Spanish, Chinese	8:30~17:15 (except Sat., Sun., and year-end & New Year holidays) * If an interpreter is required, please confirm with the center.
Osaka Employment Center for Foreigners	530-0017 Hankyu Grand Bldg 16F, 8-47 Kakuda-cho, Kita-ku, Osaka City, Osaka	TEL 06-7709-9465 FAX 06-7709-9468	English Portuguese Spanish Chinese	10:00~18:00 (except Sat., Sun., and year-end & New Year holidays)
Nagoya Employment Service Center for Foreigners	460-0008 Chunichi Bldg 12F, Sakae 4-1-1, Naka-ku, Nagoya	052-264-1901	English Portuguese Spanish Chinese	8:30~17:15 (except Sat., Sun., and year-end & New Year holidays)



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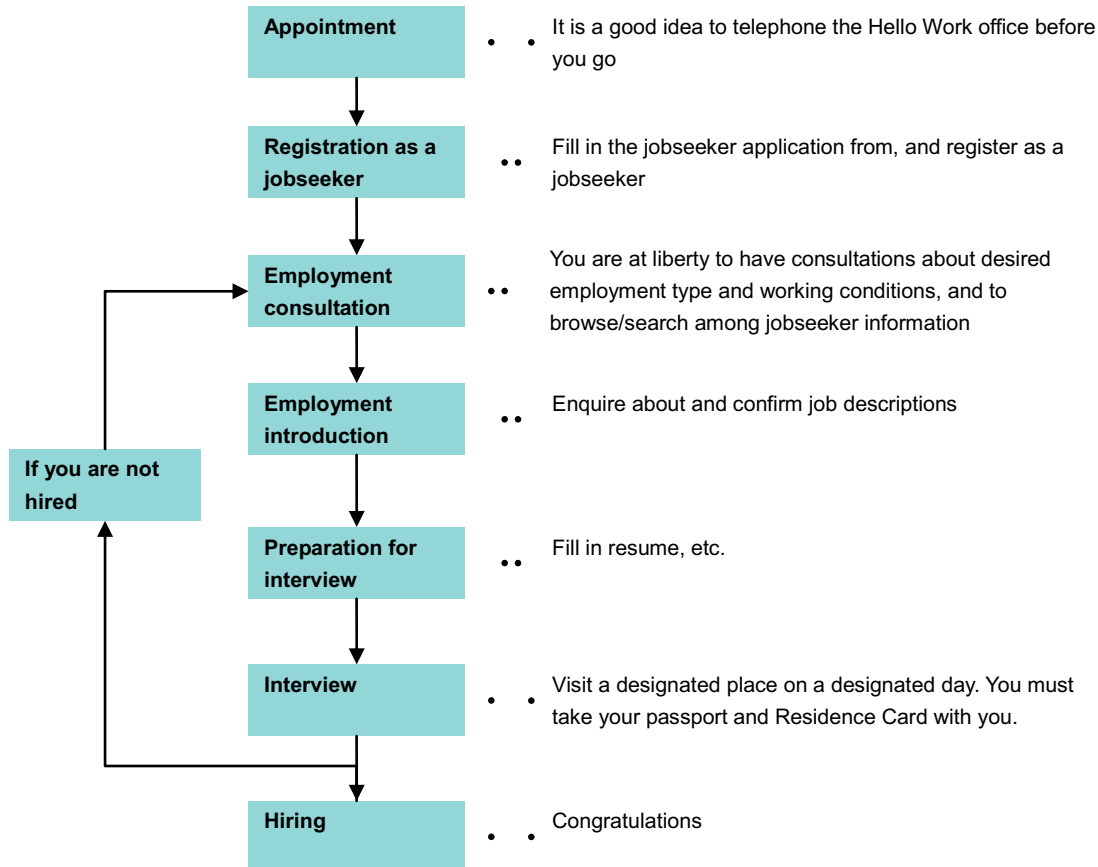


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1 Job seeking

(3) Steps for employment



Source: *Foreigners who are going to work in Japan, Ministry of Health, Labor and Welfare*





●How to write a resume

Basic items

- (a) Your resume is the first point of contact that the company you are applying to will have with you. The way it is written should communicate your desire to be employed, should not contain any falsified information, and should be easy to understand.
- (b) If you fill in your resume by hand, use a black ballpoint pen, and write neatly. If you make any mistakes when writing, do not use correcting fluid; write a new form out from the beginning. As far as possible, do not leave any blank spaces.

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Date

Fill in the date of the interview (or mail correspondence)

Current address

Fill this in, from the name of your prefecture/municipality to the number of your apartment in your apartment block.

Photograph

This should be taken within the last three months and should be a full-facing photograph from the chest upwards. Attach it directly to the form within the borders. You should be wearing a suit, with due attention paid to your hairstyle, expression and makeup, so as to give a pleasant impression. Do not use a casual everyday photograph.

Licenses/qualifications

Fill these in in order in which they were acquired, using their official names. It does not matter whether you fill in qualifications which have nothing to do with the job, or qualifications relating to hobbies.

Academic history

When you fill this in, do not abbreviate the name of schools; in the case of a university, fill in the official names, including those of the school and faculty.

Employment history

Leave on line blank after the last line of your academic history before writing this. Fill in the official names of the companies without abbreviating them. Fill in part-time jobs and casual apartment jobs if you did these for a long period of time.

Statement of purpose

Think carefully about why you are applying for the job, and try to sell yourself in as specific a manner as possible. This is the part that the person in charge of hiring will pay the most attention to.

Personal preference section

If you prefer a particular employment type or place of work, fill it in here.

Source: *Foreigners who are going to work in Japan*, Ministry of Health, Labor and Welfare





1 Job seeking

1-3 Upon becoming employed

(1) Application for work qualification certificate

The work qualification certificate is a certificate proving that you possess a status of residence permitting work. It clarifies the description of the activities and the period for which you can be employed. You can apply at your regional immigration bureau to have the certificate issued. If you have a work qualification certificate, the description of possible activities and period of stay for your status of residence are apparent, providing reassurance to both your employer and you as an employee. In addition, this certificate is necessary if you change your job (Please refer to [B Status of residence, 3 Acquisition of work qualification certificate](#))

Necessary documents	Where to submit application/enquiries	When	Fee
1 Application form for work qualification certificate 2 Passport or Residence Card <in cases where the permission to engage in activities other than that permitted by the status of residence previously granted has been granted> 3 Permission to engage in an activity other than that permitted by the status of residence previously granted etc.	Where to submit application: Regional immigration bureau in the area where you live Enquiries: Regional immigration bureau in the area where you live, or a foreign residence general information center	When necessary	680 yen (stamp) when permission is issued

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Sample

別記第二十九号の五様式(第十九条の四関係)

日本国政府法務省
Ministry of Justice, Government of Japan

就労資格証明書交付申請書 APPLICATION FOR CERTIFICATE OF AUTHORIZED EMPLOYMENT	
入国管理局長 殿 To the Director General of Regional Immigration Bureau	
出入国管理及び難民認定法第19条の2第1項の規定に基づき、次のとおり就労資格証明書の交付を申請します。 Pursuant to the provisions of Paragraph 1 of Article 19-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for a certificate of authorized employment.	
1 国籍・地域 Nationality / Region	2 生年月日 Date of birth
3 氏名 Name	年 月 日 Year Month Day
4 性別 Sex	5 住居地 Address in Japan
6 旅券(1)番号 Passport Number	携帯電話番号 Cellular Phone No.
7 在留の資格 Status of residence	在留期間 Period of stay
8 在留カード番号 / 特別永住者証明書番号 Residence card number / Special Permanent Resident Certificate number	年 月 日 Year Month Day
9 証明を希望する活動の内容 Desired activity to be certified	
10 就労する期間 Period of work	from 年 月 日 から 年 月 日まで Year Month Day to Year Month Day
11 使用目的 Purpose of use	
12 法定代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)	(2)本人との関係 Relationship with the applicant
(1)氏名 Name	(3)住所 Address
(3)住所 Address	電話番号 Telephone No.
電話番号 Telephone No.	携帯電話番号 Cellular phone No.
以上の記載内容は事実と相違ありません。I hereby declare that the statement given above is true and correct.	
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form	
年 月 日 Year Month Day	
注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。 Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.	
※ 取次者 Agent or other authorized person	
(1)氏名 Name	(2)住所 Address
(3)所属機関等 Organization to which the agent belongs	電話番号 Telephone No.

Source: [Ministry of Justice \(APPLICATION FOR CERTIFICATE OF AUTHORIZED EMPLOYMENT\)](#)



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1 Job seeking

(2) Rules and behavior

When you work in Japan, you must abide by the rules and behavior of the Japanese workplace. Some basic rules and behavior of workplaces are set out below.


① You must get to your place of work by the start of your company's working hours (the hours that have been decided).
② You must not be late without a valid reason.




③ It is important to greet your coworkers and the people you report to at work.



④ Be sure to get in touch with your company if you are unable to come to work.




⑤ Carry out the job that you have been instructed to do accurately and using the correct methods.




⑥ Meeting people or making telephone calls for private reasons is not permitted in working hours.



⑦ Do not take home items from your company or use them for personal use without permission.




⑧ When you finish your job, clean and tidy up your work station.



⑧ When you go home, stay to the other people "O-tsukare-sama deshita" (Thank you for your hard work), or "O-saki ni shitsurei shimasu" (I'm going home now).



⑩ You can take holidays according to your company's calendar.
⑪ Depending on the circumstances, there may be cases where you have to work after company working hours (the hours that have been decided) or on holidays.





1 Job seeking

1-4 Part-time employees

The majority of Japan's workers are what are known as "part-time employees."

Part-time employee means a person whose usual working hours are shorter than those of standard workers; however, as a general principle, the laws relating to labor are also applicable to part-time employees.

In addition, with regard to insurance, part-time employees are also entitled to Workmen's Accident Compensation Insurance benefits, employment insurance and health insurance as long as the part-timer fulfills the set conditions.



2 Employment contracts and working conditions

It is important to confirm personally your employment contract and working conditions before you are employed.

2-1 Employment contracts

(1) What are employment contracts?

An employment contract is a contract exchanged between you and your employer concerning working conditions (conditions for working). When you sign a hiring contract, your employer will give you a written contract which clarifies the working conditions such as compensation (salary) and working hours (please refer to [Notice of Employment Conditions \(rodo joken tsuchisho\), 1-1 \(1\)](#)).

For example, if the amount of salary to be paid is not put in writing but is merely decided verbally, should this fail to be paid as per the conditions at a later date, problems could result due to the lack of proof. The contract should include the working conditions in as much detail as possible.

In the event that the contract is written in Japanese, be sure to confirm the contents by, for example, having it translated into Japanese.

(2) Working conditions which must be stated in writing

The working conditions which must be stated are as follows.

- The period of the employment contract
- The place where the job will take place, and the job description
- The hours of starting and finishing work, whether work will exceed the working hours that have been decided upon, break times, holidays and leave
- Determination of salary, calculation of salary, method of payment of salary, cut-off date and period of payment, and matters relating to promotion
- Matters relating to resignation

In the event that your company has "employment regulations (company-determined rules), which sets out working conditions or code of practice) you need to confirm its contents.



2 Employment contracts and working conditions

2-2 Working conditions

(1) Working hours and break times

As a general principle, working hours are considered to be no more than eight hours a day, 40 hours a week. Break times are not included in these hours of work, but hours of preparation before work and clearing up afterwards, as long as these are done under the instruction of the employer, are considered to be part of working hours.

It has been determined that when working hours exceed eight hours, workers are entitled to a break time of longer than one hour in the working hours.

(2) Holidays and annual paid leave systems

Under the Labor Standards Law, workers are entitled to at least one holiday a week or four holidays over a four-week period.

In addition to these prescribed holidays, as a general principle there exists the annual paid leave system whereby workers are entitled to paid leave on a day when they want to take a holiday (receiving their compensation for the day when they are on holiday); under this system, if the worker has worked continuously at a company for six months since starting and has worked at least 80% of the working days during this time (days when they have to come to work), he or she can take a minimum of 10 days paid leave; following this, more paid leave can be taken according to the number of years that the worker has worked at his or her workplace.

Workers whose prescribed working days are relatively few such as part-time employees can also take paid leave according to the number of their working days. However, the prescribed days of paid leave are subject to change should they cause inconvenience to the business; it is better, therefore, to discuss this beforehand with the person you report to at work.

(3) Compensation (salary, bonuses, etc.)

The entire sum of the compensation for work must be paid directly in currency to working person in question on a fixed, determined day once a month.

Regarding the amount of compensation, the minimum amount determined varies depending on the type of employment and the region. If the compensation you are paid falls below the minimum compensation amount, not only must your employer pay you the difference, but he or she may also be subject to penalties.

The minimum compensation amount is also applicable to part-time employees. Please enquire at your nearest Labor Standards Supervision Office.



2 Employment contracts and working conditions

2-3 Problems

There are certain problems that you may encounter when working. If you should encounter problems such as non-payment of compensation, inconsistency between the job and job description, sexual harassment or bullying, seek consultation immediately through the medium of a person who understands Japanese at your nearest Ministry of Health, Labor and Welfare Labor Standards Supervision Office, or your prefectural or municipal labor department.



3 Labor insurance

Labor insurance consists of one social insurance system which compensates insurers' and their families' lifestyles, and two other kinds of labor insurance: Workmen's Accident Compensation Insurance and employment insurance.

3-1 Workmen's Accident Compensation Insurance

(1) What is Workmen's Accident Compensation Insurance?

In general, the employer is responsible for paying the whole sum of the insurance fees for Workmen's Accident Compensation Insurance. This is applicable to all foreigners who are working at a company regardless of what kind of status of residence they possess, and includes part-time employees. In the event of the worker becoming sick or injured or dying through work, or becoming the victim of an accident while commuting, the person will be eligible for insurance payout, and can receive various kinds of compensation benefits.

However, if the person themselves or the business employing them do not apply to the Labor Standards Supervision Office, the person cannot receive compensation. If you think you are the victim of a work-related accident, first of all notify your nearest Labor Standards Supervision Office.

(2) Main compensation benefits

Main compensation benefits	Place where documents are received	Where to submit documents
Medical treatment compensation (medical treatment benefits invoice)	Hospital designated by labor insurance	Hospital designated by labor insurance (for the first examination)
Work leave compensation (work leave compensation benefits invoice)	Labor Standards Supervision Office	Labor Standards Supervision Office
Disability compensation benefits (disability compensation benefits payment invoice)	Labor Standards Supervision Office	Labor Standards Supervision Office
Survivors' compensation benefits payment invoice	Labor Standards Supervision Office	Labor Standards Supervision Office

● Medical treatment compensation

In the event that a worker becomes injured or sick at work or while commuting, the necessary costs for treatment/medical treatment will be paid.

* In order to receive the medical treatment compensation benefits, as far as possible go to hospitals designated by labor insurance. At these designated hospitals you will find a form called the "medical treatment compensation benefits invoice (ryoyo no kyufu seikyusho)"; if you submit this form when you have your first

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examination, you can apply for labor insurance payout, and you will not need to pay for the treatment until the treatment is completed. If you think your sickness or injury constitutes a work-related accident, you should be sure to apply for labor insurance payout, even if you have used health insurance or national health insurance at a medical institution.

●Work leave compensation benefits

In the event that a worker becomes injured or sick at work or while commuting, and needs to be on leave from work while receiving treatment/medical treatment and is thus unable to receive his or her salary for that time, 60% of the basic daily benefits will be paid from the fourth day.

* You should submit a form called the work leave compensation benefits invoice (which you can obtain at your Labor Standards Supervision Office) at your Labor Standards Supervision Office.

●Disability compensation benefits

If, even after recovering from a sickness or injury caused through work or while commuting, you are left with a certain degree of physical disability, this benefit will be paid.

●Survivors' compensation benefits

If a worker dies through work or while commuting, this will be paid to his or her surviving family.





3-2 Employment insurance benefits

(1) What is employment insurance?

Both employers and workers are jointly responsible for paying the insurance fees for the employment insurance system, whereby a worker, should he or she lose his or her job, can receive unemployment benefits for a fixed period of time, allowing him or her to feel at ease while searching for a new job/

Employment insurance also applies to foreigners if they are workers. For details, please consult your nearest Hello Work office. It applies to persons whose employment is forecast to last over 31 days, and who work more than 20 hours a week.

The nature of employment insurance means that persons over the age of 65 are excluded.

(2) Payment of unemployment benefits for those with employment insurance

As a general principle, in order to receive unemployment benefits (basic allowance), a person must have been an insured person for a period of at least 12 months (*except persons who have special qualifications to receive the benefits) during the two-year period (*except persons who have special qualifications to receive the benefits) prior to the day when he or she left employment.

If you bring the following necessary documents to the Hello Work office in the area where you reside, put in an application to be a jobseeker, and the decision is made that you are qualified to be a recipient, you will be authorized as unemployed. Following this, you should appear at the Hello Work office on designated days (once every 28 days).

The specific period over which you can receive unemployment benefits and the amount of such benefits is determined depending on the period which is applicable for employment insurance, the sum of your salary, your age and the reasons why you left employment.

Necessary documents	Where to submit application/enquiries	From when/until when
1 Letter of separation (Receive the letter of separation from your employer.) 2 Insurance card 3 Residence Card 4 One photograph 5 Personal seal (if you have one)	Hello Work in area where you reside	As soon as possible after you leave employment



4 Medical and pensions (please refer to [F Medical](#), [G Pensions](#))

If a worker who has entered into health insurance or his or her family become sick or injured, the necessary medical treatment benefits and allowance will be paid. In addition, if the worker has entered into pension insurance, if certain fixed requirements are fulfilled, a pension will be paid to the worker.

4-1 Medical

Foreigners living in Japan are applicable for health insurance and for national health insurance. In the case of a foreigner who has not entered into these systems, the financial responsibility for the medical treatment expenses must be borne by the person themselves.

(1) Health insurance

As long as he or she is constantly employed at an applicable business, a foreigner is applicable for health insurance and must enter into this insurance system. When you enter into health insurance, in the event that you or a member of your family become sick or injured and undergo a medical examination, the necessary medical treatment benefits and allowance will be paid. Other than sickness or injury, benefits will also be paid in the event of a birth or death. The responsibility for paying the insurance fees is split 50-50 between the worker and the employer. In the case of a worker who has not entered into health insurance, he or she will be responsible for paying all medical treatment fees. For details, please enquire at the social insurance office whose jurisdiction your place of work is under (please refer to [F Medical 4-2 Health insurance](#)).

(2) National health insurance

Foreigners who are not applicable for health insurance are, as a general principle, applicable for national health insurance if they are applicable to be registered on the Basic Resident Register and have a period of stay of over 3 months designated by immigration law (includes foreigners who even if their stay is less than 3 months are after that permitted to live in Japan for more than 3 months). By entering into national health insurance, the insured person in the event of becoming sick or injured and undergoing a medical examination can receive necessary medical treatment expenses. There are also benefits in the event of a birth or death. For details, please enquire at the administrative office of the municipality where you undertook resident registration (please refer to [F Medical, 4-3 National health insurance](#)).



4 Medical and pensions (please refer to [F Medical](#), [G Pensions](#))

4-2 Pensions

Foreigners living in Japan are applicable for the employee's pension plan and national pension plan.

(1) Employee's pension plan

As in the case of health insurance, as long as he or she is constantly employed at a company employing five or more employees, a foreigner is applicable for the employee's pension plan, and must enter into this insurance system. Part-time employees are also required to enter into this insurance system if they work more than three-quarters of the working hours or working days of the regular workers of their company. The responsibility for paying the insurance fees is split 50-50 between the worker and the place of work, but the amount will vary depending on the amount of the worker's monthly salary and bonuses. The payment of the insurance fees is done through the place of work.

(2) National pension plan

Persons who have not entered into the employee's pension plan are entered into the national pension plan (please refer to [G Pensions 1 National pension plan](#)).

(3) Lump-sum withdrawal refund system

If a foreigner who has entered into the employee's pension plan/national pension plan leave Japan, he or she can receive a lump-sum withdrawal refund by carrying out the procedures for requesting this (for details, please refer to [G Pensions 1-2 \(4\)](#) and [2-2 \(4\) Lump-sum withdrawal refund \(upon leaving Japan\)](#)).



5 Dismissal and resignation

Both “dismissal” and “resignation” refer to the act of leaving a company, but the contents of these two acts differ considerably.

5-1 Dismissal

(1) What is dismissal?

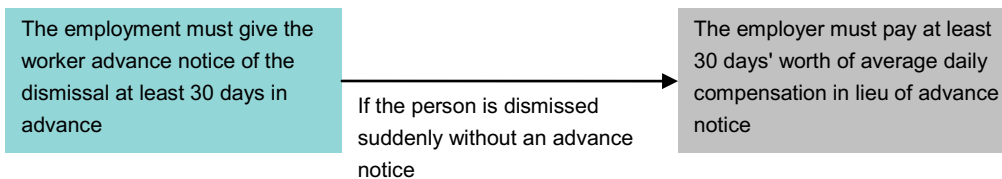
When an employer terminates on his or her side only the employment contract (job) with you, this is referred to as "dismissal, i.e. forcing the person to leave his or her job." However, for an employer to dismiss a worker, there must be a proper reason for this.

Dismissing a worker for any of the following reasons is prohibited.

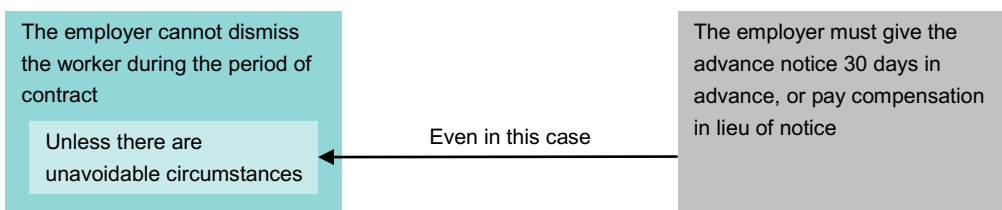
- 1 Dismissal during a period when a worker is on work leave due to sickness or injury caused by his or her job, or for a period of 30 days following this
- 2 Dismissal during a period when a worker is on work leave before or after giving birth, or for a period of 30 days following this
- 3 Dismissal on the grounds of the worker’s nationality, religion or social position
- 4 Dismissal on the grounds of the worker having reported to the Labor Standards Supervision Office violations of the Labor Standards Law etc.
- 5 Dismissal on the grounds of the worker being a member of a labor union, or have carried out valid activities of a labor union
- 6 Dismissal on the grounds of being female, on the grounds of a female worker marrying, becoming pregnant or giving birth, or on the grounds of a female workers being on work leave before or after giving birth
- 7 Dismissal on the grounds of having put in a request for maternity leave, or having taken maternity leave

In addition, the conditions for dismissal vary depending on the employment contract.

In the case of an employment contract where the period of employment is not decided



In the case of an employment contract where the period of employment is decided





(2) If you are dissatisfied with the dismissal

If you are dissatisfied with the dismissal, you should first of all communicate this to your employer. After this, it is important to have a leaving certificate issued in order to clarify questions such as whether the reason for the termination of the contract constitutes dismissal or personal resignation (where the person resigns due to his or her own circumstances), and the reason for dismissal. If you are not satisfied by the reasons for dismissal, you should consult with your nearest Labor Standards Supervision Office, labor office, your prefectural office's labor department or a lawyer.

If you are dismissed without a valid reason, you should consult with your nearest Labor Standards Supervision Office or labor-related consultation center immediately.



5 Dismissal and resignation

5-2 Resignation

When a worker leaves his or her job due to his or her own circumstances or upon agreement with the employer, this is referred to as “resignation.” When you resign, you must put in a request to your employer. When a worker resigns, he or she can receive unpaid compensation within seven days if he or she puts in a claim, and will be given back any savings or reserve funds.

In the event of a person whose period of employment is not determined	When two weeks pass from the day when the worker put in his or her request to resign, the person will leave the company, even if the employer does not agree to the resignation
In the event of a person whose period of employment is determined	Unless there are unavoidable reasons, during the period of the contract a workers cannot cancel the employment contract

After the employer authorizes the worker’s resignation, the worker cannot, as a general principle, take back the request for resignation, so think carefully when putting in a request for resignation. At the time of the contract, it is necessary to confirm the conditions and procedures in the event of resignation.

Furthermore, you must also return your employee card, any uniforms loaned to you, your health insurance card etc. to the employer.



6 Technical Intern Training - 'Trainee'

With amendments to the foreign trainee system on July 1, 2010, the present Technical Intern Training system was introduced. Even with the same residence status of 'Trainee', the activities allowed before and after the implementation are completely different. Since activities allowed under the residence status of Technical Intern Trainee were excluded from those of the 'Trainee' status, activities allowed under the present 'Trainee' status are limited mainly to classroom-type lectures.

The Technical Intern Trainee program was established to provide technical skills required in industry to young and adult workers in foreign countries by allowing them to train in Japan for a specified period. This is not a program to provide 'labor'. The status of residence under the Immigration Control and Refugees Recognition Act is that of 'Technical Intern Trainee'

The similar residence status, 'Trainee' does not permit on-the-job training and limits activities mainly to public training in projects operated by funds from the national and local governments, etc.

Below is an outline of the Technical Intern Training Program

There are two types of Technical Intern Training Programs depending on the accepting institution.

- (1) Individual Enterprise Type: Japanese companies (Implementing Organizations) that accept and provide technical intern training for employees of overseas companies, joint venture companies and business partners.
- (2) Supervising Organization Type: Non-profit organizations such as chambers of commerce and industry or small and mid-sized business associations (Supervising Organizations) that accept Technical Intern Trainees and provide technical intern training at their member companies (Implementing Organizations), etc.

Furthermore, depending on the content of the activities performed by Technical Intern Trainees, each of these two types is categorized into activities for acquiring skills in the first year and activities for becoming more proficient in acquired skills in the second and third years. Furthermore, it has become possible for Implementing Organizations and Supervising Organizations, restricted to those which performed excellently, to offer more advanced technical intern training in the fourth and fifth year since November 1, 2017. The corresponding Status of Residence is categorized into six "Technical Intern Training" categories.

Multilingual Living Information



E Work, technical intern training and training

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	First Year (after entering Japan)	Second & Third Years	Fourth & Fifth Years*
Individual Enterprise Type	Status of Residence 'Technical Intern Training (Type 1a)'	Status of Residence 'Technical Intern Training (Type 2a)'	Status of Residence 'Technical Intern Training (Type 3a)'
Supervising Organization Type	Status of Residence 'Technical Intern Training (Type 1b)'	Status of Residence 'Technical Intern Training (Type 2b)'	Status of Residence 'Technical Intern Training (Type 3b)'

*Restricted to organizations which performed excellently

The Act on Proper Technical Intern Training and Protection of Technical Intern Trainees (Technical Intern Training Act) came into effect on November 1, 2017. The Organization for Technical Intern Training (OTIT), whose competent ministers are the Minister of Justice, Minister of Health and Labour and Welfare, authorizes Supervising Organizations and Implementing Organizations, and accredits technical intern training plans. The OTIT also responds to requests for consultation, support and protection for technical intern trainees.

6-1 Requirements for organizations accepting technical intern training

Accepting organizations must comply with the following conditions.

Requirements relating to Supervising Organizations.

Supervising Organizations must be authorized by component ministers.

Requirements relating to Implementing Organizations

Implementing Organizations must submit notifications and each technical intern training plan must be accredited.





6 Technical Intern Training - 'Trainee'

6-2 Treatment of trainees

(1) Issuance of treatment notification for trainees

Since there is no employment agreement for Technical Intern Trainees in effect during the training period, the Supervising Organization is required to provide Technical Intern Trainees, who have no income, with an allowance to cover living expenses. It is also required to provide accommodation free of charge. The Supervising Organization is required to notify the trainees of the amount of the allowance before they enter Japan.

Furthermore, since the Implementing Organization cannot issue orders to Technical Intern Trainees before a employment agreement is implemented, training activities must not be conducted on holidays on which there are no lectures or at night during the training period.

(2) Treatment during the training period of 'Technical Intern Trainee (Type 1b)' (except during the lecture period), of 'Technical Intern Trainee (Type 2b)' and of 'Technical Intern Trainee (Type 3b)'

a. Clarifying technical intern training conditions

The Implementing Organization is required to provide necessary explanations of laws related to the Technical Intern Training Program to Technical Intern Trainees (Type 1), and provide the scheduled training content of 'Technical Intern Training (Type 1b)', as well as clarifying the labor conditions, etc. and period required for transition to 'Technical Intern Training (Type 2b)' and 'Technical Intern Training (Type 3b)' in writing (both in Japanese and in the trainee's native language).

b. The appropriate execution of employment agreements

The Implementing Organization is required to create an employment agreement and attach a notification of labor conditions (in Japanese and the trainee's native language) and execute such an agreement in order to clarify the employment status of the trainee, the working hours, wages, and other labor conditions to prevent trouble in advance.

c. Working hours

In principle, the working hours of Technical Intern Trainees (Type 1, Type 2 and Type 3) are to be as prescribed in the Labor Standards Act (8 hours per day, and a maximum of 40 hours per week). Should the Implementing Organization require a Technical Intern Trainee (Type 1, Type 2 and Type 3) to work irregular hours or on holidays, it is obliged by law to fulfill labor agreements and pay overtime pay, etc.



d. Proper payment of wages

The Implementing Organization must pay the full amount of the Technical Intern Trainee's wages directly to the trainee each month on the specified date. However, the following are examples of methods of payment other than direct payment; (a) bank transfer in accordance with a labor agreement, (b) agreement in writing by the individual trainee, (c) bank transfer to an account in the trainee's name at a financial institution specified by the trainee, (d) bank transfer to an account of a financial institution under the condition that a pay slip (wage statement) is attached. In addition, regarding deductions from wages, if deductions other than those prescribed by law are to be deducted, a labor agreement to the effect is required. In such circumstances, these can only be clearly identifiable expenses such as expenses for accommodation, etc. and should not exceed the actual amount.

Furthermore, wages must not be lower than the minimum wage prescribed by each prefecture. (Though the minimum wage for each prefecture is generally used as the standard, it must be noted there is also a minimum wage according to industry which may be used.)

e. Compliance with labor related laws, etc.

Since all laws related to workers apply to Technical Intern Trainees, Implementing Organizations must comply with all laws relating to accepted Technical Intern Trainees, such as; Labor Standards Act, Industrial Safety and Health Act, Minimum Wage Act, Workmen's Compensation Insurance Act, Employment Insurance Act, Health Insurance Act, National Health Insurance Act, Employee's Welfare Pension Insurance Act, National Pension Act, etc.

Furthermore, labor related laws apply to Technical Intern Trainees in the same way as they do to ordinary Japanese employees.

f. Safety, health and insurance

Since Technical Intern Trainees are unfamiliar with the Japanese language, culture and customs, it is important that their safety and health in the workplace and in everyday life is ensured to higher level than Japanese people.

Implementing Organizations have an obligation to ensure that Technical Intern Trainees return to their native countries and families without injury and in good health. To ensure this, it is necessary for the Implementing Organization to take measures to promote the prevention of accidents and industrial health centering on compliance with Industrial Safety and Health Act regulations.

In addition, Implementing Organizations are required to enter social insurance schemes such as Workers' Accident Compensation Insurance for accidents that might occur at work or while commuting to work, and health insurance schemes such as Health Insurance and Employee's Welfare Pension Insurance for everyday accidents, illness and disability compensation and bereaved family member compensation. It is also advisable



for Implementing Organizations to enter private insurance schemes.

g. Discussions with labor unions

Since an organizations which is scheduled to accept Technical Intern Trainees will enter into an employment relationship, it is recommended that the Implementing Organization holds prior discussions with the relevant industrial union regarding the treatment of Technical Intern Trainees.