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# Section One - Welcome

## Introduction...

You're now coming to the end of your tenure on JET and are preparing to leave. So what exactly are you supposed to be doing, and how do you go about it?

This guidebook is here to help you with your leaving preparations, and to help prepare you for the next stage of your life. It has been put together over the years by a number of Ehime JETs who have also been through this process.

Of course, some of the information may be a little out of date, so if you do come across any mistakes or you find some more current information, please pass this on to the Prefectural Advisors.

The handbook has been divided into chapters, hopefully allowing for easy use. Please have a read through each section. If there is something you can't find, or you have any questions, please contact one of the PAs.

Finally, congratulations on making it through your JET year, and all the best for the future. We are sorry to see you go!

Sara Williams and Briohny Walker  
Ehime ALT Prefectural Advisors (2008-2009)

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## Countdown...

A general timeline for getting ready to leave...

### MAY

#### *May*

- Start deciding what you will take back, what you will sell, give away and discard.

#### *End of May*

- Your successor will be notified of their general placement.

### JUNE

#### *June*

- New JETs will be placed. You'll start the contact process with them. Determine arrangements such as payment of items to be sold, changeover of apartment, etc.

#### *Early June*

- Start sending items that will take longer to reach your destination, such as books and other surface mail.

- You'll want to inform your landlord AT LEAST ONE MONTH IN ADVANCE of the day that you'll be leaving. If your successor is taking your apartment, make arrangements so that rent payments for July will be divided fairly.

#### *Mid-June*

- Start organizing bills and other finances for your supervisor's, or proxy's, reference

- If you're applying for an extension visa, start processing the paperwork you'll need. Apply for the extension visa at least two weeks in advance of your visa expiration

## JULY

### Early July

- Start writing thank you letters and saying goodbyes.
- Organise your mail forwarding.

### Mid-July

- Finalize details on who will serve as your proxy with bill payments and pension refunds. You will need to visit your local taxation office. Leave your contact information with him or her. Inform utilities of your shutoff dates and arrange payment.

28<sup>th</sup> July: Group A arrives in Ehime

6<sup>th</sup> August: Group B arrives in Ehime

22<sup>nd</sup> August: Group C arrives in Ehime

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## Checklist...

### SUCCESSOR

- Welcome letter
- Your contact details
- Maps (supermarkets, shops, restaurants, izakayas, other JETs etc)
- Bus schedules
- Emergency & work phone numbers
- School/Office info
- Payday & office deductions
- Instructions for appliances
- Garbage day & explanations
- Price list of household items (include photographs, age) to email
- Car sold / disposed

### EMPLOYMENT

- Researched about life after JET – education / travel / employment
- Departure date covered by correct visa
- Relevant paperwork for return flight reimbursement completed

### MONEY MATTERS

- Insurance cover for when Japanese National Health Insurance runs out  
Pension Refund
- 'Application for Lump-Sum Withdrawal' form
- Pension book (little blue book)
- Designated a tax representative (resident of Japan)
- Filed an 'Application to Appoint a Tax Representative'
- Copies of important numbers/addresses to take home
- Money sent home / converted

### DOMESTIC ISSUES

- Clean out your apartment
- Landlord; waterworks; electricity; gas informed of departure
- Pay all bills (keitai, rent, electricity, gas, phone, internet)
- Inkan, bankbook and cash card with tax representative
- Mail forwarded
- Belongings organized – sell / keep / discard

- Belongings shipped/ sent home
- Suitcase pre-delivered to the airport
- Phone line transferred

#### MISCELLANEOUS

- Thank you / goodbye letters
- Make a list of skills acquired, tasks completed, ideas implemented
- Reference letter

***\*\* Please don't assume/think that your supervisor will handle all of this for you and automatically know what to do – it's your responsibility to see to it that the necessary things are completed! \*\****

## Section Two - Getting Ready to Go

### Your Return Flight...

The Terms & Conditions state that you are to be given a travel allowance (air fare) for passage back to your home country provided that:

1. You complete your JET contract period.
2. Within one month after completion of the period of contract you do not enter into a subsequent contract with your contracting organization or a third party.
3. You leave Japan to return home within one month of the end of your contract.

CLAIR rules state that the return travel from the International Airport in Japan from which you are to depart and then the one in your home country has to be as short as possible and with the smallest number of transfers. You cannot, for example, fly to Tokyo and stay there for a week before departing from Narita. If you wish to do something like that then you will need to pay for a return Trip to Tokyo / Osaka yourself and then come back to Ehime to begin the departure process for Tokyo / Osaka and back home. It's not your 'right' to earn money off of your plane ticket.

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### Alien Registration Card...

Don't forget to hand in your Alien Registration Card to the immigration authorities when you go. Unfortunately you can't keep your card, and they will detain you until you hand it in. You will also need to have handed in your card in order to apply for your pension refund.

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### Preparing For Your Successor...

#### PREPARATION

Please take the time to create an information welcome letter for your successor. Although you'll be busy, the following list of things to leave for them would be extremely useful to help them settle in. Try to remember what it was like when you first came.

#### THINGS TO LEAVE FOR YOUR SUCCESSOR

- Your contact information (address, telephone number, email) in your home country and the best method by which to contact you.
- Town map, with points of interest (supermarkets, shops, restaurants, izakayas, other JETs who live nearby)
- Bus schedules – with both Kanji and romaji.
- A list of emergency and work phone numbers
- School schedule and other information that may be useful, such as a seating chart, list of helpful English speakers, etc.
- Payday, as well as what office fees are deducted from their paycheck.
- Instruction for appliances, copies of all 'how to use' manuals and warranties
- Garbage day schedule: times, days categories; where to leave the garbage
- Copies of your bills along with explanations e.g. NHK (should they have it deducted from their account? Who comes around to collect the bill, and when?)

## THINGS NOT TO LEAVE FOR YOUR SUCCESSOR

We've all heard the horror stories from new JETs as to what welcoming presents they have found from their predecessors – don't become one of those legends!

- Your old clothes
- Dirty bedding/linen
- A dirty house
- Rubbish/garbage/trash
- Useless or broken items that take up space

## PRIVACY ISSUES

As an English-speaking member of your office, you may be given a copy of your successor's JET application to browse over. Please remember that some of this information is private, and be discreet in regards to what you may learn about your successor.

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## Selling/Donating Of Goods...

Selling stuff to your successor - that's an important part of the initial JET experience as it helps both seller and successor out. Beneficial for everyone! Please treat your successor like you would like to be treated. If you think you got a bad deal from your predecessor, don't do the same thing to your successor. This always causes problems, so please be careful and thorough in your dealings and your item descriptions. It's also recommended that you send pictures of the items for sale. Remember – your successor doesn't have to buy your things! It's your responsibility to work out what to do with your belongings and to appropriately dispose of them.

## THINGS TO CONSIDER WHEN SELLING ITEMS TO YOUR SUCCESSOR

1. Always deal in Japanese currency, despite American currency being widely accepted. Your successor and you both reside in Japan and the goods in question were bought in Japan. Therefore it is justifiable and easier to deal in Japanese currency.
2. Be realistic about prices. Appliances, cars and household goods are comparatively cheap from department stores.
3. Remember, you are part of a community and it is your responsibility not to profit off your successor. Be loyal to the community. Try to recall how you felt when you first arrived in Ehime. Remember how overwhelming it was and try to be accommodating to the needs of your successor.
4. Make precise lists of all items. Do not exaggerate the age or price of items. Be honest. Eventually the person will see the goods and realize the age and condition.
5. If possible, wait until you can meet your successor, so you can personally negotiate a price in July and come to a deal quickly. Don't let the negotiations stretch out for a long period of time.
6. Clean out your apartment. Do not leave personal items such as clothing, cosmetics, toiletries etc. They are unnecessary and often useless items for your successor (it might be nice for you to leave some soap/shampoo/etc. Ask your predecessor if they want any of the stuff before you ditch all of it)
7. Make sure all bills have been paid. If the bills do not arrive before departing Ehime, leave sufficient funds for your supervisor to pay the bill on your behalf.
8. Send colour photos of what your apartment, car and goods look like ASAP.
9. If unsure of the value of the goods, have an evaluation by a second-hand dealer. Alternatively, ask the opinion of a local person or someone who has lived here for a long time of what are reasonable prices. Ask for a price estimation so you can use this as a basis for your asking price.
10. Remember you have used the goods and consideration needs to be given to this. You

have had some use of them and the price should genuinely reflect this fact.

11. Ask yourself the following questions when collating a list:
    - (a) How often did I use the good?
    - (b) How well was it maintained?
    - (c) Is it a useful item?
    - (d) How much did I pay for it?
    - (e) How old is it?
  12. Find the receipts for large items, such as car, telephone or white goods. Have these available to aid negotiations.
- 

## Donating/Selling Your Goods in Ehime...

### DONATING BOOKS

1. Ehime Prefectural International Centre (EPIC)  
tel: (089) 917 5678 fax: (089) 917 5670  
1-1 Dogo Ichiman,  
Matsuyama  
Ehime  
790-0844
2. Matsuyama International Centre (MIC)

### DONATING CLOTHES

1. ? Charity Shop  
(clothes, books, plates, blankets, toys, bags, hats etc)  
9 – 5 weekdays, not open weekends  
Corner of Heiwa Dori and Route 196  
Matsuyama

### DONATING OTHER ITEMS

1. CAS  
(Volunteer group dealing with used furniture and electric appliances)  
Ms. Itsuko Fujimoto E-mail: [kazumi3kaasan@hotmail.com](mailto:kazumi3kaasan@hotmail.com) TEL & FAX:089-976-5947

### ADVERTISING GOODS FOR SALE

1. Ehime JET Yahoo Groups  
[ehimejet@yahoo.com](mailto:ehimejet@yahoo.com)  
[www.groups.yahoo.com/group/ehimejet](http://www.groups.yahoo.com/group/ehimejet)
2. "What's Going On?"  
(Foreign Residents newsletter)  
- send by email or fax by 3rd Wednesday of the month to WGO?  
c/o MIC by fax-931-2041 OR e-mail it to: [vergin@agr.ehime-u.ac.jp](mailto:vergin@agr.ehime-u.ac.jp)  
<http://home.e-catv.ne.jp/wgo/>

### SELLING CLOTHES/GOODS

1. Any second hand shops along the ropeway street beside Starbucks  
On route 33 near Moss Burger (down the road from Jusco, heading out of town) there is a 2nd hand store called "2nd STREET: RECYCLE STORE" (on the right-hand side coming from town - about a 15 minute bike ride from the arcades) If you've got clothes, shoes, sports stuff you want to get rid of (and earn some change), I suggest you take it there (open late-ish - I went after 6 one day). You mightn't get much, but it's better than nothing. Some documents get filled in, then you've got to wait a bit as they look at everything, but it all seems pretty straightforward.
-

## Selling/Disposing Of Your Car...

### DISPOSING OF YOUR CAR

As attached as you are to your vehicle, you may find that nobody's interested in purchasing it and all of the used-car dealers find it unworthy to sit in their lot. In that case, you'll need to dispose of your car...and this doesn't mean leaving it on the side of the road! You will be charged vehicle taxes unless you properly dispose of your car. Car sales or disposal companies can assist you with the paperwork. The documents you'll need are:

- Vehicle inspection certificate
- Front and back license number plates
- Certificate of Disposal: this is available from the disposal company or the licensing centre if you are disposing of the car yourself.
- Your inkan and registration of your inkan from your local city office
- A letter of attorney if you are authorizing the disposal company to take care of the paperwork for you

### SELLING YOUR CAR

Selling your car requires more than just an agreement between you and the purchaser. You'll have to officially transfer the ownership, which requires taking care of the below items (and perhaps a few more...ask a car dealer for assistance). Please note that the forms may vary by municipality, so it would be best to check if you must follow any additional local regulations.

- Application form (OCR #2 Sheet)
- Receipt for payment of registration fee
- Proof of the transfer in ownership of the car
- Certificate of your inkan impression
- Certificate that proves your address
- Certificate that proves you have a parking space
- Letter of Attorney
- Receipt of Automobile Tax
- Certificate of Compulsory Automobile Liability Insurance



## Section Three - Staying on in Japan

### Visas...

#### STAYING LONGER IN JAPAN: JET visa due to expire

If your current visa is set to expire, but you want to stay in Japan for a bit longer, and your contracting organization is okay with that, then you can apply for TEMPORARY VISITOR VISA, which will usually cover further stay for a 90-day period. You need to apply for the temporary visa before your current one expires. If you try to leave the country after your visa has expired, you will be classed as an illegal alien and probably detained and interrogated at the airport – which will then mean that you will need to pay for your own flight home when you are deported and you may not be allowed to come back to Japan. Note also that if you stay for more than one month under these conditions then your contracting organization does not have to pay for your return flight. You can also get an EXTENSION VISA if you want to stay just a bit longer – this visa covers you for just 15 days though and you have to provide a good reason for needing one when you apply (e.g. Need more time to pack, taking an exam, training successor etc). Both of the visas listed above can usually be granted same-day.

#### STAYING LONGER IN JAPAN: JET visa NOT due to expire

If your visa is not set to expire when you finish JET (i.e. you have a 3 year visa but only did 1 or 2 years of JET, or you have a 2 year visa and only did 1 year of JET) then you can stay for up to 90 days for the purpose of sightseeing (i.e. you are not allowed to work) after your contract finishes WITHOUT CHANGING YOUR VISA. Again, as above, however, if you stay for more than one month under these conditions, then your contracting organization does not have to pay for your return flight. Also, if you stay beyond the 90 day period, then even though your JET visa stamp says that it will cover you for longer, it doesn't actually do so because it only applies if you are still working in a job that is covered under that specific visa, so that whole illegal alien thing will happen as outlined above when you get to the airport.

For more information, go straight to the source and call:

English Speaking:

Tokyo Regional Immigration Bureau: ph. (03) 5796 7112

Osaka Regional Immigration Bureau: ph. (06) 6774 3409

Yokohama Regional Immigration Bureau: ph. (045) 651 2851

Please remember that you are responsible for fulfilling your end of the contract.

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### Extension Visas...

Although your stint on the JET Program will soon come to an end, that doesn't mean that you have to leave Ehime in a great rush. Looking at your passport, you'll notice that your visa may expire as early as July 20<sup>th</sup>.... which means that after you finish your job duties, you may have little time remaining for last-minute sightseeing and saying goodbye to friends. If this worries you, consider applying for a *shukoku junbi* (出国準備 leaving country preparation visa).

The *shukoku junbi* visa is an extension visa allowing you to stay in Japan for up to 15 days after your current visa expires. *Shukoku junbi* is processed at the Immigration Office in Ehime. PLEASE NOTE that the Immigration Office can deny you this visa and you must have a valid reason for the extension. Some possible legitimate reasons are: you have too much to pack in

a short period of time, you're taking a cultural exam or other test that can't be taken outside of Japan; unexpected or unfinished business that needs to be completed or your office has asked to stay on to help train your successor. Staying to hang out with friends isn't a valid reason. Furthermore, you shouldn't be applying for this visa until a week before your current one expires as it will negate your work visa.

The Immigration Office advises calling ahead of time before applying for your *shukoku junbi*. You'll also have to bring certain documents with you, including:

- Passport
- Inkan
- Plane ticket showing date of departure
- Alien Registration Card
- ¥4000 stamp (収入印紙 *shunyu inshi*), which you can get from post offices and banks
- You may also need: a letter stating your reasons for a visa extension, your JET contract, and tax forms if you had to file for taxes while in Japan.

Although the visa can be processed in one day, it may take longer if the offices are busy and you may have to return on another day to pick up your passport. As the Immigration Offices would like to discuss ahead of time the conditions for your *shukoku junbi* visa, call them ahead of time to confirm the details before heading over.

### Immigration Office in Ehime (入国管理局)

c/o Matsuyama Goudo Chosha Building 1F

188-6 Miyata-cho, Matsuyama

Tel: (089) 932-0895

Hours: 9am – 12noon / 1pm – 4pm (closed on weekends and public holidays)

- 5 minutes walk from Matsuyama JR station

- Just across the Grand FUJI supermarket, next to the electric appliance shop, "DeoDeo"

For any visa and passport-related questions, you can inquire at EPIC, where English speakers are available:

EPIC ph: (089) 917 5678

### Japanese Vocabulary

■ 出国準備	shukoku junbi	Extension Visa
■ 収入印紙	shunyu inshi	Payment stamp in lieu of cash
■ 入国管理局	nyukoku kanri kyoku	Immigration Office

## Work Visas

(Taken from Sendai ALT website)

If you have found a job in Japan for after JET, you must get documents from your new employer before your current period of stay expires. The procedures you must follow depend on whether your new job is an activity you are authorized to engage in under your current status of residence. Please be aware that **you will not receive flight money home if you start another job in Japan within one month of completing your JET contract.**

[Is your new job authorized under your current status of residence?](#)

Activities authorized under the Instructor visa are those based on a contract with an educational institution such as a board of education or a school. Therefore, if you will be teaching English for a company or as a private ALT, you will most likely have to apply for a change of status to "Specialist in Humanities/International Services." Please be sure to check with your future

employer and the Immigration Bureau on what residence status is required. Do not assume your current Instructor visa will be sufficient for any teaching job.

Whether you extend your current visa, or apply for a change of status, the procedure will cost about ¥4000 and involve submitting the application documents and then picking them up at a later date. You cannot send the documents by mail.

### Yes, my new job is authorized under my current status of residence

If your new job is an activity you are authorized to engage in under your current status of residence, you should apply for an extension of the period of stay (在留期間更新 zairyu kikan koshin). You can begin the application process from two months before the expiration date of your current visa. The process takes from 2 weeks to 3 months. Your employer may require you to apply for a Certificate of Authorize Employment (棕勞資格証明書 shuro shikaku shomeisho). The fee for this certificate is ¥680 and you can receive the certificate the same day you submit the documents. For details on this procedure and necessary documents, please see the Immigration Bureau webpage:

- Homepage of the Immigration Bureau of Japan: <http://www.immi-moj.go.jp/>
- Downloadable application forms as well as lists of necessary documents for application processes are available here: <http://www.immi-moj.go.jp/english/tetuduki/index.html>

### No, my new job isn't authorized under my current status of residence

If your new job is an activity you are not authorized to engage in under your current visa status, you will need to apply for a change of status (在留資格変更 zairyu shikaku henko). You should begin the process as soon as your new employment is confirmed. The process takes 1 to 3 months. Your new authorized period of stay will correspond to your new visa type and will not be affected by how much time you had left remaining on the visa you held as a JET. (Note that when you change your status any re-entry permit you held will be cancelled.) For details on the procedure and necessary documents, please see the Immigration Bureau webpage:

- Homepage of the Immigration Bureau of Japan: <http://www.immi-moj.go.jp/>
- Downloadable application forms as well as lists of necessary documents for application processes are available here: <http://www.immi-moj.go.jp/english/tetuduki/index.html>

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## Study Visas

If you plan to study full-time in Japan (i.e. at least 20 hours per week), you will need to change your status of residence and the immigration office will require some kind of certification from the school where you will be studying. Usually the school must be recognized by the government, and will sponsor you. For further information, please contact the immigration office and the school you plan on attending. Please be aware that **you will not receive flight money home if you remain in Japan for more than one month after completing your JET contract.**

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## Future Employment in Japan...

When you are writing your resume/CV/etc., it's important to explain what you did during your JET tenure. 'Was an English teacher at Kencho Koko, responsible for lesson planning, teaching, discipline. Conducted after school classes in English conversation, preparatory work for students studying abroad.' It helps to sit down and list all of your duties. Be sure to list any successful ideas you implemented. Do it now before you have forgotten everything.

Some JETs stay on in Japan after the end of their contract. Applying for a job in Japan requires a different set of skills. First off, make a Japanese style resume. Perhaps the key difference is

that the Japanese CV is handwritten and on special paper. There's a special form (called *rirekisho* 履歴書) sold at any stationary store. It goes without saying that you should have a Western style CV done up as well. Business cards are another important item.

It also helps if you tell everyone you know that you are looking for a job. Networking seems to be the way in Japan.

## JOBS IN JAPAN FOR FOREIGNERS

### Books:

- *Make a Mil-Yen: Teaching English in Japan* (Don Best)
- *Teaching English in Japan* (Jerry O'Sullivan)

### Classifieds:

*Japan Today Classifieds*  
classifieds.japantoday.com  
Email: [classifieds@japantoday.com](mailto:classifieds@japantoday.com)  
Phone: (03) 3423-6932 fax: (03) 3423-6931  
3-16-1 Minami-Aoyama  
3F Maison Tomoe Building  
Minato-ku TOKYO 107-0062

### Employment Centres

*Tokyo Employment Service Centre for Foreigners*  
[www.tfemploy.go.jp/en/index\\_e.html](http://www.tfemploy.go.jp/en/index_e.html)  
Roppongi Job Park 3<sup>rd</sup> floor, 3-2-31 Roppongi  
Minato-ku, Tokyo, 106-0032 phone: (03) 3586-8609 fax: (03) 3589-8670

*Don't forget! To work in Japan, a foreigner definitely needs the following:*

1. passport
2. alien registration card
3. a contract, stating duties, rate of pay and period of employment
4. tax payment certificated
5. letter of guarantee
6. statement from employer saying why you're needed
7. an appropriate visa

If the employer won't provide you with numbers three thru six, its recommended you look elsewhere for a job.

## LOOKING FOR JOBS

1. For jobs anywhere in Japan, check out...

■ <http://www.kto.co.jp>

■ <http://metropolis.japantoday.com/default.asp>

2. Check the job classified section of English newspapers regularly; e.g. *Japan Times*

3. International schools in Japan

[http://www.tokyowithkids.com/fyi/international\\_schools.html](http://www.tokyowithkids.com/fyi/international_schools.html)

The above website covers more than a hundred schools situated in 16 major cities in Japan e.g. Canadian Academy (Kobe)

<http://www.canacad.ac.jp/>

American School (Tokyo)

<http://www.asij.ac.jp/>

4. If you'd like to continue to teach Japanese kids overseas, think about Japanese Schools located in over a hundred destinations in the world. They are looking for English native instructors regularly. Contact schools to find job availabilities.

<http://www.joes.or.jp/> (Japanese)

In any case, if you change your status of residence, you have to report it to the immigration office.

## Ehime Private Schools...

School	Address	Phone	Fax
Imabari Seika High School	794-0055, Imabari-shi, Nakahiyoshi-machi, 2choume 1-34	(089) 832-7100	(089) 832-7105
* Imabari Meitoku High School	794-0054, Imabari-shi, Kitahiyoshi-machi, 1choume 4-47	(089) 822-6767	(089) 833-2723
* Imabari Meitoku Junior/Senior High School	794-0081, Imabari-shi, Agataichoujikou, 287	(089) 825-3787	(089) 825-6388
* Nitta High School	791-8604, Matsuyama-shi, Yamanishi-cho, 663	(089) 951-0188	(089) 951-0190
* Nitta Seiun Junior/Senior High School	791-8551, Matsuyama-shi, Yamanishi-cho, 600-1	(089) 951-6655	(089) 951-5200
** Matsuyama Jounan High School	790-8550, Matsuyama-shi, Kitakume-machi, 815	(089) 976-4343	(089) 976-4348
*** Aikou Gakuen Junior/Senior High School	791-8501, Matsuyama-shi, Kinuyama, 5 choume 1610-1	(089) 922-8980	(089) 926-4033
Matsuyama Seiryu High School	791-8016, Matsuyama-shi, Kumanodai 1112	(089) 924-8783	(089) 926-2383
* Matsuyama Shinonome Junior/Senior High School	790-8541, Matsuyama-shi, Okaido, 3 choume, 2-24	(089) 941-4136	(089) 931-4973
Saibi High School	790-8560, Matsuyama-shi, Minato-machi, 7 choume 9-1	(089) 943-4185	(089) 943-3121
* Saibi Junior/Senior High School	791-0054, Matsuyama-shi, Kuukou-dori, 5 choume 6-3	(089) 965-1551	(089) 972-5335
* Saint Catalina Girls High School	790-8557, Matsuyama-shi, Eidaimachi, 10-1	(089) 933-3291	(089) 947-6810
Teikyoudaigo High School	795-0072, Ozu-shi, Niiyakou, 233	(089) 325-0511	(089) 325-3002
Teikyoudaigo Tomisukou Junior/Senior High School	795-0011, Ozu-shi, Yunoki, 947 banchi	(089) 324-6335	(089) 324-6336

\*: registered as having a foreigner as an English language teacher in the 2005-2006 Ehime Education Guidebook

\*\* : registered as having a foreigner as a Nursing teacher in the 2005-2006 Ehime Education Guidebook

\*\*\*: registered as having a foreigner as an Ethics/Religion teacher in the 2005-2006 Ehime Education Guidebook

**<http://www.interac.co.jp/recruit/teaching.html/>**: check out the link at the bottom of the page to find out more about applying for private ALT positions throughout Japan.

## Ehime Ekaiwa Schools...

1. AMIC English Center (Matsuyama)	(089) 917-6090	<a href="http://www.enjoy-amic.com">http://www.enjoy-amic.com</a>
2. AEON (Matsuyama)	(089) 943-7960	<a href="http://www.aeonet.co.jp">http://www.aeonet.co.jp</a>
3. Nichibei Gakuin (Matsuyama)	(089) 973-3454	<a href="http://www.dokidoki.ne.jp/home2/nichibei/">http://www.dokidoki.ne.jp/home2/nichibei/</a>
4. WORD UP (Matsuyama)	(089) 932-3232	<a href="http://wordupjapan.com">http://wordupjapan.com</a>
5. ISA language Center (Matsuyama)	(089) 943-6012	<a href="http://isa.gr.jp/school">http://isa.gr.jp/school</a>
6. GEOS (Matsuyama, Nihama, Imabari, Shikokuchuo)	(089) 943-3587	<a href="http://www.geos.co.jp">http://www.geos.co.jp</a>
7. CROSSROADS (Matsuyama)	(089) 921-7595	<a href="http://www.crossroadsco.com">http://www.crossroadsco.com</a>
8. MSP International School (Matsuyama)	(089) 923-7660	<a href="http://www.miki-sp.com">http://www.miki-sp.com</a>
9. Eigo Academy (Matsuyama)	(089) 931-8686	<a href="http://www.islands.ne.jp/8686/">http://www.islands.ne.jp/8686/</a>
10. Conant English Academy (Uwa, Ozu)	(089) 462-3855	<a href="http://www.conantenglishacademy.com">http://www.conantenglishacademy.com</a>

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## Hello World ALTs

The Sendai Board of Education privately hires ALTs as part of their Hello World Plan. The HWP places one ALT in every municipal junior and senior high school in Sendai. Positions are available for fifth year JET ALTs. For more information, please see their website: [www.sendaiedu.com](http://www.sendaiedu.com) or contact the ALT advisor at [sendaialtadvisor@gmail.com](mailto:sendaialtadvisor@gmail.com)

## Section Four - Finances

### Pension Refund...

#### WHAT IT IS AND HOW TO GET IT

Please refer to the Pension Refund Section of your General Information Handbook for more information about this. In short, the steps to get a pension refund are:

1. Get the application form from your local social insurance office.
2. Designate somebody to be your tax representative and inform your local tax office.
3. Go home.
4. Send documentation to the Social Insurance Agency (NOT to your school or BOE!!).
5. Payment (minus 20% tax) is deposited in an account in your home country.
6. Send proof of the payment to the aforementioned tax representative, who then needs to file for the tax return on your behalf.
7. Refund is deposited into tax representative's account in Japan.
8. Tax representative sends tax refund to you.

This is where the ¥40,000 (exact amount varies according to nationality) that gets taken out of every paycheck goes. Most of it goes to a pension and social welfare insurance fund. Most of it is refundable for foreigners. How to calculate the Lump-Sum Withdrawal Payment (Dattai Ichijikin 脱退一時金) is as follows....

#### PENSION REFUND CALCULATIONS

The information below is based on documents published by the Social Insurance Agency. For further information, please contact the Social Insurance Office nearest you.

##### 1) Amount Refunded

Those who have been insured under the Employees Pension Insurance (kosei nenkin) shall be granted an amount according to the period of coverage.

The amount is calculated by the following method:

$$\text{Average Monthly Remuneration} \times \text{Premium Rate} (*) \times 0.5 \times \text{Value Set by Law (Chart 1)}$$

##### \* Premium Rate

Last month is January–August → Premium Rate as of October two years ago.

Last month is September–December → Rate as of October of the previous year.

##### \* Premium Rate by Year (yearly increase of 0.354%)

Period	Premium Rate	Period	Premium Rate
from October 2003	13.58%	from September 2011	16.412%
from October 2004	13.934%	from September 2012	16.766%
from September 2005	14.288%	from September 2013	17.12%
from September 2006	14.642%	from September 2014	17.474%
from September 2007	14.996%	from September 2015	17.828%
from September	15.35%	from September	18.182%

2008		2016	
from September 2009	15.704%	after September 2017	Fixed at 18.3%
from September 2010	16.058%		

Chart 1

Period of Coverage	Value Set by Law
6–11 months	6
12–17 months	12
18–23 months	18
24–29 months	24
30–35 months	30
over 36 months	36

Example:

For a 2<sup>nd</sup> year JET who contributed for a full 24 months, with a before tax monthly salary of 300,000:-

$$\text{Average Monthly Remuneration} \times \text{Premium Rate} \times 0.5 \times \text{Value Set by Law}$$

$$300,000 \times 0.1358 \times 0.5 \times 24 = 488,880$$

Example: The amount refunded will vary according to your monthly remuneration and/or Premium Rate. The following chart is an *estimate* of the amount refunded.

Chart 2

Period of Coverage	Amount Refunded -calculated based on a monthly remuneration of 300,000 yen (before taxes)
6–11 months	120,000 yen
12–17 months	240,000 yen
18–23 months	360,000 yen
24–29 months	480,000 yen
30–35 months	600,000 yen
over 36 months	720,000 yen

For more information on this, go to the Social Insurance Agency homepage:  
<http://www.sia.go.jp/> (Japanese)

Before leaving Japan, you need to get the Application for Lump-sum Withdrawal (Dattai Icjihikin saitei Seikyu-sho 脱退一時金裁定請求書) from the Social Insurance Office in your



area. This form plus your Pension Book (Nenkin Techo 年金手帳) are essential. The Pension Book is issued by the Social Insurance Agency of Japan (Shakai Hoken Cho 社会保険庁). You apply for the Lump-sum Withdrawal Payment after you leave Japan. You cannot receive it if you still reside in Japan. Your application must be made within two years of leaving Japan and you need to attach the following to it:

1. Pension Book
2. Photocopy of passport showing name, DOB, nationality, signature, date of departure from Japan
3. Document verifying your bank, name of branch office, address of you branch, and the bank account number of a bank in your home country.
4. Application for Lump-sum Withdrawal

\* Income tax (20%) will be deducted from the amount described above.

\* It usually takes 3 to 4 months to process all the procedures to complete the refund after receiving your request.

\* fill out the form and post it to the office from your home country.

\* If you want the income tax refunded, you need to ask any friend residing in Japan to be your tax representative before you leave Japan.

### Social Insurance Agency

3-5-24 Takaido Nishi  
Suginami-ku Tokyo □168-  
0071  
JAPAN

The reimbursement amount is calculated at the currency exchange rate on the day of transaction. Your Lump-Sum Withdrawal payment is automatically taxed 20%. This tax is refundable but you must apply to receive it. You must designate a person who is a resident of Japan to be your tax representative (your supervisor, perhaps?) To do this, file an Application to Appoint a Tax Representative (納税管理人の届出書 Nozeikanri-nin no Todokede-sho) at your local tax office (zeimusho 税務署).

Once you receive your Lump-Sum Withdrawal Payment back home, make a copy and then send the original Notice of Lump-sum Payment (Dattai Ichijikin Shikyu Kettei Tsuuchisho 脱退一時金支給決定通知書). Your representative then goes to the same tax office as before and files a Payment Confirmation (Kakutei Shinkokusho 確定申告書). The refund will be directly deposited into your tax representative's bank account in Japan. He/she can send it to you.

If your supervisor has any questions, there is a detailed description of the procedure in Japanese in the Host Institution Manual (Keiyaku Dantai Yo Manyuaru 契約団体よマニュアル).

Lump-sum Withdrawal Payments are granted, in principle, on request to persons who satisfy all the following conditions and have filed a claim within two years after leaving Japan. The request form is available at Social Insurance Offices and City Hall. The conditions are as follows;

- Persons who do not possess Japanese citizenship.
- Persons who contributed to the National Pension or the Employee's Pension Insurance premiums for at least 6 months.
- Persons who do not have a place of residence in Japan.
- Persons who have not qualified for pension benefits, (including the Disability Allowance) in the past.

## DOCUMENTS TO BE ATTACHED

- Pension notebook
- A copy of your passport with a departure seal from Japan
- A copy of the documents to specify your bank account number (e.g. Passbook). You can choose banks either in Japan or overseas.

## PENSION REFUND FOR THOSE STAYING IN JAPAN

If you are staying in Japan and you join the pension system again then your JET pension term will aggregate with the new pension term, so you can file a claim to have both terms refunded when you eventually depart Japan (a maximum of three years' contributions will be refunded).

If you stay in Japan and do not rejoin the pension system, then you have two years from the end of your JET contract to return to your country and file the claim. If you stay for longer than two years after the end of your JET contract without joining the pension system again, you forfeit your right to file for a pension refund.

## AGGREGATING YOUR JAPANESE PENSION AND HOME COUNTRY PENSION (USA/GERMANY)

JETs from countries having an "agreement of aggregation of pension" with Japan can choose to have their Japanese contributions added to their home-country pension fund, instead of claiming the pension refund. Currently, only Germany and the USA have such an agreement. For JETs who have contributed to the pension scheme for more than three years, aggregation may be a better option financially.

US JETs – contact your local Social Security Agency in the USA if you would like to have your Japanese pension contributions added to your American pension.

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## National Health Insurance...

Your trusty National Health Insurance (Sompo Japan) coverage lasts until the day you arrive back in your home country, or until August 31<sup>st</sup> after your contract ends, whichever comes first. If you want personal insurance from that time onward, then you'll need to make arrangements for it when you return to your own country.

If you need to make a claim at any stage then you can reach them on the English Hot Line, toll-free: 0120-08-1572. If you need to contact them once you are back in your home country, call them at the following number, collect: 81-3-3593-1572.

If you are traveling before your return to your home country, you might consider travel insurance through your home country. The International Student Travel Association is one option. For Americans, consider the American Automobile Association (AAA) for travel insurance.

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## Taxes...

Detailed information for each country is listed in the General Information Handbook.

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## Closing Your Bank Accounts...

To close your bank account, simply take your inkan, passbook and bankcard to your local branch office. Your account will be closed and the balance will be given to you in cash on the spot.

If you are leaving money in your account for bills and asking a delegated person to close it for you, they will need your bankcard, your inkan and your passbook.

It is worth confirming the exact procedures for closing your account with your bank beforehand. Refer to the Sending Money Home section for information on how to transfer money from Japan to an overseas bank if the person you delegate is to send any leftover money to you after accounts and bills are taken care of.

Bank accounts that are not closed before leaving the country will still be there if you come back again in the future. As there are no bank fees, it may be worthwhile leaving it open. Just don't forget your PIN!

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## Sending Money Home

When you leave Japan, you'll probably want to convert your yen into your home country's currency. More often than not, you'll get a better rate if you exchange the money in Japan rather than when you get back home. One of the easiest and most economical ways of doing this is through the Post Office remittance service. This can be done at any of your local post offices. Simply put, a remittance is a cheque made out to a designated party in a currency other than yen. The designated party can be a family member, bank, organization, etc. The post office will send your money to the designated party's account.

Lloyds Bank also has an overseas remittance service that seems to be fairly cheap. ¥2 000 per transfer to an account of your choice, and unbelievably enough, it goes through overnight. Requires a bit of set up time. [www.golloyds.com](http://www.golloyds.com)

What to do (Post Office Remittance Service)

1. Go to the post office and ask for a 'kokusai sokin seikyuusho ken kokuchisho' form (International Remittance Application and Declaration Form)
2. Fill in the information. You'll also need to bring your Alien Registration Card and your inkan.
3. You'll have to write some of the information again on the cheque itself.
4. Your post office will ask you to pay in cash or you can directly have the money deducted from your account. Use whatever is most convenient. Note that you will pay a handling fee.
5. For sending remittances to the US, you can take the cheque and mail it on your own. Remittances to all other destinations will be sent directly to the designated address from the Tokyo Central Post Office by airmail.

### DETAILS

- **Converting:** you can convert yen into a number of currencies, but please note that the destination that you're sending the money to must be made out for the same currency (e.g. You cannot send a cheque to Canada made out in US dollars).
- **Exchange Rate:** The yen-US dollar exchange rate is updated at 11am every business day. Exchange rates between yen and all other currencies are updated at noon every business day. The post office exchange rates tend to be the best around.
- **Delivery Dates:** for most countries, delivery between 7 – 14 days. However, for some reason, delivery to Canada takes an average 14-20 days! England takes around 10 days. Please also be aware that amounts exceeding ¥50 000 shall be split into two deliveries thus

arriving at different times to the destination country.

■ For current exchange rates listings on the web, check out [www.xe.com](http://www.xe.com)

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## Japanese Vocabulary

■ 国際送金請求書告知書		kokusai soukin seikyusho kokuchisho	
			International Remittance Application and Declaration Form
■ 郵便局	yuubinkyoku		Post Office
■ 送金	sokin		Remittance

## Section Five - Domestic Issues

### Shutting Down...

Here are some general points to remember when getting ready to move out. These are some of the groups you should inform of your impending move:

1. Landlord (Ooya-san 大家さん): Your landlord or rental agency needs to be informed at least a month in advance with regards to your moving plans. If you know the date of your departure now, contact them and let them know. They will then arrange for an apartment inspection and they can calculate prorated costs if you plan to stay for only part of the last month. Be aware that most of your original deposit will not come back to you.
2. Waterworks (Suido 水道): Especially if your landlord doesn't provide this utility.
3. Electricity (Denryoku 電力): You can arrange to have electricity up until a certain date and then close out your bill in person with cash.
4. Gas (Gasu ガス): same as with electricity
5. Phone lines: see section on phone lines
6. Newspapers
7. Car Insurance
8. Keitai and internet provider

Generally, there are two options when closing out utility accounts:

1. Call all the companies you pay bills to (don't forget your keitai and Internet provider!) and tell them that you want to close your accounts by so-and-so date. With your utilities, you can arrange to have them come by with cash-payable bills. The company's contact information can be found on the bill.
2. If you pay by direct deposit, leave ample money in your account and let it be withdrawn automatically. The bad point to this option is you might leave too much or too little money. It's better to leave too much and then have your supervisor withdraw the remainder after all is paid and send it to you. You can provide a Japanese friend with your *inkan*, bankbook, and cash card and have them close your bank account after your last bill has been paid. It's a good idea to have your Japanese representative call your bank and confirm the procedures.

Please remember that your bills are your responsibility. Please don't leave your successor to deal with your unpaid obligations. It's recommended that you contact all the relevant people within the next couple of weeks.

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### YahooBB...

You can cancel YahooBB via the English Hotline. Use the following steps:

1. Call 03-6888-4943 from your cellphone to officially cancel. Do so the month before you leave.
2. Package your modem and send it to Tokyo  
Address:  
135-0064 Tokyo-To, Koutou-Ku  
Aomi 2-31-2, Aomi Ryutsu Center  
Attn: YahooBB Modem
3. Leave money with your BOE for the last bill. This last bill will be your monthly fee + your (this needs to be specified) charges.
4. Leave more money with your BOE for YahooBB Phone. It only comes every two months! Monthly charge is about 4000yen + phone charges.

## Landlines...

If you were fortunate enough to receive a phone line free of charge, lucky you. If you purchased a phone line on your own, you remember the crunch the initial cost placed on your wallet. However, you'll be able to make some of that investment back if you sell the property of your line to your successor.

- Price: when determining a selling price, be fair. You've already used the line for 1-3 years, so adjust the price accordingly. Used phone lines can be purchased from shops in Ehime for 40 000yen - 50 000yen so charging 40 000yen or less is ideal.
- Name Transfer: now that you have a buyer and you've settled on the price, you'll need to visit an NTT office in person to process the *meigi henko* (name transfer). This is the actual transfer of the property from you to the buyer. **YOU MUST GO IN PERSON** to an NTT office to process the *meigi henko* form. Both parties will also need a form of ID (Passport or Alien Registration Card are acceptable). The transfer fee is 800yen plus 5% consumption tax. Ideally, you should have your service terminated 15 days in advance.

In some cases, a JET will leave before his or her successor arrives, even though the successor may have planned to purchase the phone line from the returning JET. In this case, the JET might consider transferring the phone line to his or her coordinator or a friend who is staying in Japan. Then the JET may make arrangements with the third party and once again transfer the line to the new JET.

There are other options as well – check it out at you local NTT office. If you run into any difficulties ask the NTT employee if you may call the NTT English-speaking operator. The operator can serve as interpreter between you and the office. The toll-free number is: 0120-364-463

### NO SUCCESSOR OR BUYER?

If you do not have a successor or your successor already resides in Japan and does not need to purchase your phone line, you might consider an *oazukarihyo*. This means that your phone line is put on 'hold' until you find someone to purchase the line. While you look for an individual buyer, it is also advised to find a private company that will purchase you line (such companies later sell used lines to interested parties – note that NTT will not purchase your line from you).

### LAST BILL PAYMENT

When you process your *meigi henko*, you may also ask the NTT employee to give an estimate of your latest phone charges. Although the estimate can be given, your final charges and bill won't be processed for a month or two after your line as been transferred. As with the rest of your bills, leave the estimated amount and some additional money with your coordinator or whoever will be making the final payments on your utilities.

### FINALY PAYMENT

If your bills are deducted automatically every month, you might consider leaving extra money in your account and later having someone close out the account for you. Once all bills have been deducted, the appointed person could send you the remaining money in your account (see the section on *Sending Money Home*).

Note that your final bill may include a termination fee

## A FEW POINTS TO CONSIDER

- Once you have processed the *meigi henko*, your current phone number will no longer be in service. Please notify your friends and others of your future contact number.
- You may be quite fond of your phone and answering machine, but it may not be the best decision to tote it back with you to your home country. Check to see if the phone is compatible with the lines at home. If not, you're best off selling it to your successor or just giving it to them as a gift.

### NTT Offices

For the NTT Office nearest you, ask your supervisor or call the NTT Information English operator for assistance in locating your local NTT branch office.

NTT Information in English:0120-364-463

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## Your Keitai...

The cancellation process varies for each phone company.

### AU/KDDI

In order to cancel your au account, please go to your nearest au shop with your au phone and your ID.

- The day you apply for cancellation at the au shop will be the cancellation date.
- Because the last payment usually is charged the following month, please ask the au shop if you can pay for the outstanding money at an au shop.
- Please bring the following items to the au shop.
  - au phone
  - Hanko / inkan
  - ID
- More information available on <http://www.au.kddi.com/english/customer/what/index.html>

You may cancel service at any au shop in Japan. (If you aren't going to be in your own city before departure)

Here is a link to listings of all shops in Japan. <http://cs-ez2.au.kddi.com/auShopOut/>

In case you are under a one-year term subscription contract, please note that if this contract is cancelled or suspended, or if the one-year discounted subscription is withdrawn, contract cancellation fees of 3,000 yen (3,150 yen, including tax) will apply.

### VODAFONE/SOFTBANK

You need to visit a Softbank Shop in person to cancel the contract, and go through the following procedures (we cannot process the cancellation request over the phone):

\*Please check the business hours with the shop before your visit.

Please bring the following items:

- ID document
- Seal (corporate contract requires corporate seal)
- Mobile phone currently in use

The basic monthly fee and charges for optional services will be calculated on a prorated daily basis ending on the day before the cancellation of service.

- Call charges include calls you made on the day of cancellation.
- Charges for the month of cancellation will be shown in the monthly bill.

A contract cancellation fee of 4200 yen will be charged if an annual discount service contract is cancelled during the term of the contract, which is one-year from the date of application/renewal of the service.

## DOCOMO

You can cancel your DOCOMO phone at Narita!!

- Use it right up to leaving. Then find the DOCOMO shop and settle your balance.
- Fee: 1000 yen to cancel your year contract.
- Pay remaining charges.
- For more information, call the DOCOMO English Help Line: 012-000-5250

## Japanese Vocabulary

■ 郵便局	Yubinkyoku	Post Office
■ 松山中央郵便局	Matsuyama Chuo Yubinkyoku	Matsuyama Central Post Office
■ 転送	Tenso	Forwarding
■ 転居届	Tenkyo Todoke	Change of Address Notice
■ 航空郵便	Kokuyubin	Air Mail
■ 印刷物	Insatsubutsu	Printed Matter
■ 名義変更	Meigi henko	Name transfer
■ お預仮拍	Oazukarihyo	'Hold' form
■ 電話料金	Denwa ryokin	Phone bill
■ 電話線	Denwa sen	Phone Line
■ 電話解約	Denwa kaiyaku	Termination of service

## Forwarding Your Mail...

One of the little details to consider before leaving is having your mail forwarded. In forwarding your mail (転送 tenso-) you have one of the following two options:

1. Beg or bribe someone at your school, BOE, office or a friend who is staying in Japan. Ask them if you can use their address as your forwarding address. All mail will be forwarded to them for one year and they can forward the important stuff to you. A new form must be filled out each following year if you still want the mail to be forwarded.
2. Use your overseas address and have only international mail forwarded on to your home country. Note that only international mail will be forward and all letters originally sent from within Japan will be returned to the sender. Packages forwarded to your overseas address will incur an additional charge.

Take your Pick! When you've made your decision, visit your local post office and pick up a 'Change of Address Notice' (転居届 tenkyo todoke) postcard, which is found on the tables with the other banking forms. Fill it out and if you're at your local post office, give it to the postal employee. If you're at a different branch, tell the employee where you live and he or she can assist you in filling out the address of your local post office. **DON'T FORGET TO TAKE YOUR INKAN!**



If you have any questions regarding this or any other matters while you are at the post office, then you can call the helpful English-speaker at the main post office. They can serve as your interpreter:

Ehime Central Post Office (中央郵便局) (available Mon-Fri, 9am – 5pm)

Phone (089) 932 5932 English Line

(089) 941 0381 Japanese Line

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## Sending Your Things Home...

You realize you've accumulated a plethora of treasures you just can't seem to part with....so what's the best way to move it all out? Here's the low down on how to send things back to your home country safe and sound.

You have several options to choose from. If you haven't amassed a large collection of items, it's possible to box up your belongings and send it through the local post office. For those of you who have larger volumes of things to send home, or bulky, fragile or odd-shaped items, you might consider the benefits of a shipping company. Lastly, most of us have managed to collect quite a number of books during our stay here. Send your books at the special book-rate at the post office so you'll have money left over. You can also leave your books with the PAs to give out to the JETs during conference book-swaps or donate to EPICs library of foreign books.

The most important thing is to plan EARLY. You'll have to sift through everything to decide what you'd like to keep and what you really don't need in your next place of residence.

Remember your baggage allowance limits when you fly back. For North and South America it is two pieces not to exceed 32 kilos each, while pretty much the rest of the world is 20 kilos TOTAL!! Going over is expensive. (According to the International Air Transportation Authority)

1. Nittsu: <http://www.nittsu.co.jp/> (English)  
Tokyo Call (toll-free): 0120-1504-22      Osaka Call (toll-free): 0120-50-8622  
E-mail: [moving-tokyo@nittsu.co.jp](mailto:moving-tokyo@nittsu.co.jp)      E-mail: [moving-osaka@nittsu.co.jp](mailto:moving-osaka@nittsu.co.jp)
2. Yamato (Kuroneko) <http://www.kuronekoyamato.co.jp/> (Japanese)
3. Sagawa <http://www.sagawa-exp.co.jp/> (English)  
E.g. small parcel by air

- to the US/Canada: 20kg = ¥25, 908
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- to Central EU: 20kg = ¥36 006
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4. Japan Post <http://www.post.japanpost.jp/> (English)

### INFO

When you use Japan Post for sending your parcels as Post Parcels to North America, Australia and European countries:

Weight --- up to 20kg/parcel

Size (Dimensions) --- up to 200cm (length+depth+width)

Length --- under 105cm in length

Rates --- ¥10, 250

If you send more than 10 parcels, 10% discount will be added. Also, they will provide free service to pick up the parcels at your door.

## HOW TO SEND YOUR SUITCASES TO THE INTERNATIONAL AIRPORTS IN JAPAN

When returning to your home country, you will probably wish to travel without heavy luggage. Convenient services are offered from several companies. Described below is one of them.

1. If you wish to depart from Kansai airport, please refer to the list below.

**PASCO: tel. 0120-415002**

\* reservation is necessary

- To / From: Kansai International Airport (unit: 1 luggage piece up to 20kg/)

Region	To (\)	From (\)	To / From (\)
Hokkaido	2 720	2 620	5 240
North Tohoku	2 300	2 200	4 400
South Tohoku	2 200	2 100	4 200
Kanto	2 090	1 990	3 980
Shinsetsu			
Chubu	1 990	1 890	3780
Hokuriku			
Kansai			
Chugoku			
Shikoku	2 090	1 990	3 980
Kyushu			
Okinawa	3 460	3 360	6 720

For more details, check out the following website: <http://www.kansai-airport.or.jp/>

2. If you wish to depart from Narita airport, please refer to the list below.

For more details, check out the following website: <http://www.narita-airport.or.jp/airport/>

#### TERMINAL 1 NARITA AIRPORT

<u>Company</u>	<u>Carrier</u>	<u>Location</u>	<u>Business Hours</u>	<u>Telephone Hours</u>
Yamato	GPA	<u>North Wing, 4<sup>th</sup> Floor (Departures)</u>	7:00 - 21:30	+81(0)476-32-4755 (9:00 - 18:30)
		<u>North Wing, 1<sup>st</sup> Floor (Arrivals)</u>	7:00 - last flight *	
Nittsu/ Fukuyama	JAL ABC, Inc.	<u>North Wing, 4<sup>th</sup> Floor (Departures)</u>	6:00 - 21:00	+81(0)120-9191-20 Inquiries via mobile phone, public phone or from overseas +81(0)3-3545-2800 (6:00 - 22:30)
		<u>North Wing, 1<sup>st</sup> Floor (Arrivals)</u>	6:00 - last flight *	
Kamataki/ Sagawa/Seibu	QL Liner	<u>North Wing, 4<sup>th</sup> Floor (Departures)</u>	6:30 - 21:00	+81(0)476-35-2855  (Mon-Fri: 8:30 -
		<u>North Wing, 1<sup>st</sup> Floor</u>	6:30 -	

		<u>Floor (Arrivals)</u>	last flight *	18:00 (Sun., Public Holidays: 8:45 - 17:00)
Sagawa	NPS Skyporter	<u>North Wing, 4<sup>th</sup> Floor (Departures)</u>	7:00 - last flight *	+81(0)120-007-952 (9:00 - 18:00) *Dialing within Japan only.

## TERMINAL 2 NARITA AIRPORT

<u>Company</u>	<u>Carrier</u>	<u>Location</u>	<u>Business Hours</u>	<u>Telephone Hours</u>
Yamato	GPA	<u>Main Bldg., 3<sup>rd</sup> Floor (Departures)</u>	7:00 - 21:30	+81(0)476-32-4755 (9:00 - 18:30)
		<u>Main Bldg., 1<sup>st</sup> Floor (Arrivals)</u>	6:30 - last flight *	
Nittsu/ Fukuyama	JAL ABC, Inc.	<u>Main Bldg., 3<sup>rd</sup> Floor (Departures)</u>	6:00 - 21:00	+81(0)120-9191-20 Inquiries via mobile phone, public phone or from overseas +81(0)3-3545-2800 (6:00 - 22:30)
		<u>Main Bldg., 1<sup>st</sup> Floor (Arrivals)</u>	6:00 - last flight *	
Kamataki/ Sagawa/Seibu	QL Liner	<u>Main Bldg., 3<sup>rd</sup> Floor (Departures)</u>	6:30 - 21:00	+81(0)476-35-2855 (Mon-Fri: 8:30 - 18:00) (Sun., Public Holidays: 8:45 - 17:00)
		<u>Main Bldg., 1<sup>st</sup> Floor (Arrivals)</u>	6:30 - last flight *	
Sagawa	NPS Skyporter	<u>North Wing, 4<sup>th</sup> Floor (Departures)</u>	7:00 - last flight *	+81(0)120-007-952 (9:00 - 18:00) *Dialing within Japan only.

\* Hours vary according to time of last flight

\* CHARGES: About 2,000 yen per suitcase (in the Kanto area). Charges may vary depending on size, weight, and area to be delivered.

## SHIPPING THINGS HOME

Using a shipping company to get your precious cargo back home is a great idea if you have a large volume to send. It's generally well handled and ideal for sending home those odd-sized items, as long as it fits within the size restrictions.

Although your items are usually insured, as a general note, it's best to send the less-precious belongings ahead and carry the very valuable with you as you never know what might happen along the way. Shop around a bit, as prices can vary considerably! Some companies charge a minimum fee for shipping, so check on this ahead of time.

Before you start calling the shipping companies, keep in mind the following advice:

- The shipping companies like to have at least one month advance notice, as calculations on weight and shipping schedules need to be arranged. Start planning early so you don't spend a fortune sending everything home by regular mail.
- Packing your items in a cardboard box is generally sufficient...but don't forget to select a STURDY box. Cardboard tears easily when wet, so think ahead to possible disasters that could arise en-route from Japan to home. If you're sending something especially fragile or bulky, ask the company if a cardboard box is adequate protection. Ask ahead of time about size restriction...you don't want to pack up everything nicely only to find that it won't fit into the crate!
- Buy an ample supply of bubble wrap and duct tape (or other strong waterproof tape). The GET 100yen shop in Gintengai, Matsuyama, has bubble wrap on a large roll you can buy to suit your requirements. Pad everything with the bubble wrap, tape items closed that could open, use plastic bags to wrap the items that you wouldn't want getting soiled or soggy and pack fragile items in smaller boxes to be placed in the big box. Tape the final box with several layers of duct tape.
- When shipping items, ask about the insurance policies. Insurance policies can be taken out based on the value of your items and are normally charged at 1.5% of the total value of the contents. Discuss the details thoroughly with the company. It is best to keep a list of what was packed and what condition they were in at the time of packing. This is useful later if you need to claim insurance payments.
- Remember that each country has its customs requirements as well as restrictions on items that can be brought into the country. As customs fees vary from country to country, you'll need to inquire about the restrictions ahead of time. Your embassy can also provide you with this information. Restrictions may apply to: quantity of alcohol, certain medications purchased in Japan, Japanese antiques or purchases made in other Asian countries. If in doubt, call your embassy.

### **Nippon Express**

Tel: (toll-free) 0120-150-422

Email: [moving@nitsso.co.jp](mailto:moving@nitsso.co.jp)

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

Contact persons: ask for an English speaker

Nippon Express offers 'Pelican Seapack', where your parcel will be sent via ship. The following rates and delivery times are offered for boxes that are less than 30kg in weight and the total of the box dimension (height, width, depth) are under 150cm.

Destination	Cost	Delivery Time
North Am. (except Hawaii & Alaska)	\25 000	About 2 months
United Kingdom	\25 000	About 2 months
Australia	\25 000 (more if outside of Melbourne & Sydney)	About 1 1/2 months

Call for more information regarding pick-up and packing instructions. Customer charges and insurance are included in the costs.

### **Japan Express**

Toll-free: 0120-288-322

Email: [hikkoshi@japanexpress.co.jp](mailto:hikkoshi@japanexpress.co.jp)

<http://www.japanexpress.co.jp/hikkoshi/eng.htm> (limited English)

It's recommended that you don't use Japan express unless you're absolutely stuck and have a lot of money to spare. They also claim that they do not employ anyone who speaks adequate English.

### **Econoship**

Toll-free: 0120-222-111

Email: [info@econoship.net](mailto:info@econoship.net)

<http://www.econoship.net/> (English)

If you're determined to take home something fragile, bulky or odd-shaped, shipping companies can offer that extra care that the post office may not deliver. Ask the shipping companies for detailed information to make sure that the services they offer are ideal for your belongings.

## MAILING BOOKS HOME

Matsuyama Central Post Office

(松山中央郵便局 Matsuyama Chuo Yuubinkyoku )

Sending things by regular international mail can be rather expensive, but sending a box of books as 'printed matter' is the most economical way to go for your literary collection. Keep in mind when packing that the Post Office may open or x-ray your box to verify that the contents contain books alone. If you're guilty of throwing in a few non-book items then upon delivery you WILL be charged the prices for regular mail, which will be a MUCH heftier fee. To avoid problems, keep your box open until you take it in to the Post Office and seal it after the postal clerk has checked the contents. Mark your box of books as 'PRINTED MATTER' or 'IMPRINE'. The following prices and weight requirements apply to worldwide destinations from Japan:

- Box of up to 5kgs of books will cost at most ¥2 700.
- Bind your books with string or pack them neatly in a box (unsealed) as they may be handled quite roughly in the shipping process.

Australia	7 weeks
United Kingdom	8-9 weeks
North America (West Coast)	6 weeks
North America (East Coast)	8-9 weeks

## Section Six - Miscellaneous

### Future Employment outside of Japan

#### Certificate of Payment...

Once you return to your home country you may find that you need some kind of financial record of earnings for the time that you have been on the JET Programme. On the following page you will find a model of a financial record (for 12 months). This has been given to all Contracting Organisations. Please ask your supervisor about this before you leave if you wish to get a statement of earnings for your JET contract period.

#### CERTIFICATE OF PAYMENT MODEL

Ehime Prefectural Government, International Affairs Division  
4-4-2, Ichiban-cho, Matsuyama-shi, Ehime, Japan

#### Certification of Payment

For : ○○○○

Date: 20 July 2006

Salary for last 12 months

Date of payment	Gross payment (A)	Income tax (B)	Social security premiums(C)	Net payment (A)－(B)－(C)
13 August 2005	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 September 2005	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 October 2005	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 November 2005	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 December 2005	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 January 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 February 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 March 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 April 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 May 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 June 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 July 2006	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
Total	¥ 3,600,000	¥ 150,000	¥ 432,000	¥ 3,018,000

Social security premiums are comprised of following three insurance expenses: health insurance, employment insurance and pension insurance.

This is to certify that Mr.○○○○, working for Ehime Prefectural Government as a Coordinator for International Relations, has already been received amount listed above for last 12 months' salary.

○○○○

Division Chief of International Affairs  
Ehime Prefectural Government

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## Criminal Record Certificates...

### APPLYING FROM IN EHIME

You can apply for the certificate through the Identification Division (Kanshiki-ka) of the Ehime Police Head Office (Kenkei-honbu), which is located near the Prefectural Office. The office is open from 8.30 – 17.00 Monday to Friday, and is located on the 6<sup>th</sup> floor. You do not need to make an appointment in advance.

Before visiting the office you will need to purchase prefectural revenue stamps (ken-shoushi) to cover handling charges. You will need two of the 200-yen stamps. These are available at banks.

You will need to take the following items with you: -

1. Documentation stating the reason why you need a criminal record certificate. This document should be addressed either to the applicant or to the Ehime Police Head Office. You may need to ask your Embassy to write a letter for you.
2. Your Alien Registration Card.
3. Your passport and a copy.

When you apply for the certificate, you will need to go in person as you will be fingerprinted. It takes five to ten days to process the application, and either you or a proxy can take it. The certificate is written in English, French, German and Spanish.

The contents of the criminal record won't be disclosed to you, or your proxy. It will be handed over in a sealed envelope. If you open this envelope, the record will be invalid.

For further information, please contact either the Police Head Office at 0899 340110, or Omoris-san at EPIC - morimori@epic.or.jp.

### OUTSIDE OF JAPAN

If you have already returned home, it is still possible to get a copy of your criminal record certificate. Please contact your nearest Japanese Consulate for more information. It generally takes longer than from in Japan, but the process is easier.

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## Proof of Employment...

You may not get this automatically even though you are leaving, so please ask your Contracting Organisation/Supervisor for a "Proof of Employment" (zaishoku shomeisho / koyou keiyaku shoumeisho) form. Certificate of participation models can be found in the Future Employments section.

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## References...

The obvious problem JETs face when it comes to getting a reference from their JET employer is the language barrier. However, it need not be too much of an issue for you to get your reference.

Here are some things you can do to limit problems....- things you could do should a future employer wish to contact a colleague in Japan for a reference:

1. Have future employers contact your JET colleagues by mail so then they could get it translated and answer the questions would be another way to go.
2. If you have a favourite JTE or someone else that you want as a reference/referee, maybe you should contact him/her personally and keep that person's contact information in case another reference is needed.
3. In worst-case scenario if your future employer contacts your school and they are unable to find anyone to translate into English - they can contact Ehime BOE or access the PA system (Japanese PAs placed at Kencho or the JET PAs)

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## Reference Letters...

In nearly every situation your next employer is likely to request a reference letter from you. Since you've spent at least a year here, it would be in your best interest to have a letter explaining your work in Japan and just how well you did it. Your coordinator or one of your English teachers would be an ideal candidate to draft that letter for you.

Things to note:

- Ask the right person. In Japan, often times offices will think the title of the person who wrote the letter is more important than the capacity in which they knew the person. If your office tries to have your Kacho or Kocho write the letter even if you rarely say more than hello to him or her, stand your ground. Explain that you'd like to have a letter that comes from someone who knows you well and can say meaningful things about your work.
- Explain the focus of the letter. Are you applying to graduate school? What program? What kind of a job are you looking for? Are you continuing with your English teaching? It's important to give whoever is writing your letter as much information as possible about the focus.
- Provide the person writing your letter with the format used to write such letters in your country. He or she may not be aware that they should write the date at the top of the letter and so on. Provide them with the proper forms, envelopes, etc. (letterheads aren't used in Japan – you may need to make one for the purpose of your letter)
- Explain what you want. The Japanese do not usually 'brag' about merits and accomplishments like we do in western countries. You may want to point out that the letter should boast the skills, talents and characteristics that make you valuable. If possible, provide them with a sample reference letter so they will have a model to follow.
- Offer your assistance in any way possible. Maybe they'd like you to check the spelling or grammar. *They are doing you a favour so make their task as easy as possible.*
- Provide your selling points. In addition, provide him or her with the following information. The person writing your letter cannot possibly remember every event, activity, accomplishment etc.
  - Day-to-day school and office duties
  - Extra curricular activities
  - Study groups/adult English classes
  - Articles you've written for local papers
  - Articles about you in local papers
  - Public speaking events
  - Participation in festival and events



- Elementary school visits
- Proofreading or translating
- Projects you've helped with or executed
- Your Japanese skills (proficiency exams)
- Participation in JET conferences as a speaker/moderator
- Your relationships with your co-workers or students

## SAMPLE ENGLISH REFERENCE LETTER

### 合併市 国際交流協会 Gappei International Friendship Association (GIFA)

March 1, 2006

Taro Yamada  
Section Chief,  
International Relations Section, Planning Division  
Gappei City Hall  
4-4-44 Gappeigawa  
Gappei City, Ehime  
JAPAN 777-7777  
TEL +81  
[yamada@city.gappei.ehime.jp](mailto:yamada@city.gappei.ehime.jp)

TO WHOM IT MAY CONCERN

This serves as a letter of reference for Mr **John Smith**

In my dual capacity as Section Chief of the Gappei City Hall International Relations Division and Bureau Manager of the Gappei International Friendship Society (GIFA) I have had the pleasure of knowing and working with **John Smith** for the past two years.

**John** has been employed by Gappei City since July 2006 as an Assistant Language Teacher (ALT), **John's** primary duties comprised assisting Japanese teachers of English with the teaching of English as a Foreign Language in the city's junior high schools. **John** also taught English and International Studies at Gappei City's elementary schools and kindergartens. Through his extensive involvement in the city's largest international exchange organisation, the Gappei International Friendship Association (GIFA), **John** was not only an enthusiastic participant in a wide range of cross cultural activities but taught a number of workshops for local residents, including English conversation classes and cultural exchange seminars.

Firstly, in relation to teaching children, I would like to refer to **John's** activities in connection with GIFA's New Zealand Homestay Programme. This programme is one of GIFA's most important undertakings and we have been running it in conjunction with Kiwi High School for 11 years. Last year we took 24 junior high school students to New Zealand and as part of the preparation for the trip **John** taught a very well received intensive English course, covering not only real-life conversational skills but customs and manners. Further, during the August summer vacation **John** taught the very popular "Summer Kids Club" Summer School. Over a period of two weeks, in a fun-filled atmosphere, **John** skillfully taught primary school children and kindergartners basic English and introduced various childhood games from around the world.

**John** also taught English conversation classes to adults in the evening. In 2005, based on his own extensive travels **John** created a 4 week Travel English Course in which, making full use of his computer and multimedia presentation skills, he gave a warmly received interactive lecture to a class of 30 students. **John** also teaches a large number of students in his weekly Beginner and Intermediate English Conversation classes.

Outside of work John has been an enthusiastic participant in various International Exchange events and regularly took part in the local Autumn Festival. He has forged excellent working relationships and firm friendships with people all across the city - from teachers at school and the staff of City Hall, to members of the local business community and the many people he has met in the course of teaching and attending seminars. At the same time John has played an important role in bringing the world to this part of Japan and the people of Gappei City have benefited greatly from having him.

John has a bright and positive personality, he possesses a dedicated approach to work, shows concern for those around him and has the flexibility to adapt to changing circumstances. These attributes combined with the valuable experience he has garnered during his time in Japan will serve him in excellent stead for whatever work environment he finds himself in. John will be an asset to any school fortunate enough to have him and I recommend him unreservedly.

Yours sincerely

Taro Yamada  
山田 太郎

#### SAMPLE JAPANESE REFERENCE LETTER

## 合併市国際交流協会

(Gappei International Friendship Association / GIFA)

4-4-44, Gappei-gawa  
Ehime, 777-7777 Japan

### 推 薦 状

ジョン・スミスさんについて、一言推薦の言葉を申し上げます。

ジョンさんは、2004年7月より2年間にわたり合併市役所に勤務されました。職務内容は、当市の英語指導助手（ALT）として主に中学校における日本人教師の外国語授業の補助及び幼稚園や小学校における外国語会話の補助をされてきました。その傍ら地域住民への英語指導や異文化理解のための交流活動など、当市では最も大きな国際交流団体であります合併市国際交流協会の事業活動に積極的に関わり、多岐にわたり活躍されました。

まず青少年向けのセミナーとして、当協会の最も大きな事業であります「NZ中学生海外派遣事業」の事前研修において、24名の生徒達に英会話研修をして頂いたことです。この事業は、11年間にわたりNZ国立キーウィー校と学校交流をしている重要な事業で、生徒達に英会話やホームステイの心得などを丁寧に指導して頂きました。また、夏休みに行われた幼児、小学生対象の「サマースクール」は好評で、世界の子供たちの遊びや初歩の英会話などをわかりやすく、楽しみながら理解できるように講義されました。

一方、大人の市民向けの英会話セミナーでも活躍されました。自分の旅行体験を題材にした「旅行英会話セミナー」ではパソコンによるプレゼンテーションを駆使する等、受講生に配慮した指導方法で人気を集めました。また、能力に応じてクラス分けをして開催した「初級英会

話教室」、「中・上級英会話教室」も多数の参加者があり、様々な国際交流事業に指導者として活躍されました。

またジョンさんは、国際交流イベントはもちろんのこと、秋祭り等の地域で開催される様々な行事にも積極的に参加され、各学校や市役所、企業関係者、趣味講座等で出会った多くの人々と親しく交流を深められたことは、貴重な体験になったと思います。同時に、私たち住民にとっても異なった文化に触れるよい機会です。ジョンさんは異文化理解、相互理解につながる重要な役割を果たしたことになります。

このように、明るい性格の持ち主で、仕事にも真剣に取り組み、人を思いやる心と誠実な態度で人に接し、異なった文化を素直に受け入れることのできるジョンさんは、将来どこでどんな仕事に就くにしても、日本で身につけた経験を存分に生かされ、縦横な活躍をなさることと思います。このような先生を採用していただければ、必ず活躍されることと確信いたします。

以上、推薦の言葉といたします。

2006年7月7日

合併市国際交流協会 事務局

合併市役所 国際交流係長 山田 太郎

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## Certificate of Participation

Please see the attachments in the file 'Certificate of Participation.'

## Re-entry Shock...

Soon you'll be packing your bags, saying your goodbyes and heading out to new and different landscapes, far away from Ehime. The difficulties inherent in leaving Japan are quite obvious. Saying goodbye to your favourite people and places, closing down your apartment and utilities, and figuring out what to do with all that stuff you've accumulated! With all the things to do here before you leave, it's no wonder JETs often arrive back in their home country, wide-eyed, jet lagged and very, very confused. "Where am I again? And where did all these 'gaijin' come from!"

Re-entry shock is something many JETs face to a varying degree upon returning home. Just as moving to Japan required serious adapting, going back may require some adapting as well. Food's going to be different (this could be good or bad!); many of your friends will have changed, your country will have changed, you will have missed out on a year or more of development in your family and home culture. To some extent, going home can feel like going to a foreign country all over again, except worse because you are not expecting it.

Preparation is always the best policy, so it's a good idea to do a bit of research on this before you encounter it. There is a lot of good reading on the internet. If you go to one of the search engines, then you'll be able to find articles and personal accounts. Some suggest the more successful you were in adapting to your 'new' culture, the harder your time will be in re-adapting to your 'old' culture. Also, when you are in an alien country, people are aware that you are from a different place and may tend to be more understanding of your actions. When you

return home though, you will probably have changed and people won't necessarily be expecting that or be accepting of it.

It's also recommended that you do a bit of reading up on your hometown. Check out your local newspapers on line. Look at the local news and see what has changed while you've been away. If you are going some place new, read up on that as well. This can help you to find out almost everything that's been happening lately, wherever you're headed.

Ehime has been home to us for some time. We've found cool places that have made it special. We have our rituals that have helped us to be comfortable while living here. Dr Jim McRae (a CLAIR psychologist) recommends saying goodbye to your favourite places. Those places where you always hung out were important to you for a reason and, just like with people, it can be important to get closure.

Psychologists also recommend writing things down. Sometimes the process of writing helps you feel better. What things did you like and what things didn't you like? Are you happy to be going home? How are you going to say goodbye to those people that have influenced your life here in Japan? How are you going to continue/advance/maintain your Ehime friendships? Are you going to ride off into the sunset, never to communicate again, or is it going to be holiday greetings by mail? Make sure you say goodbye to the people who you probably won't be seeing again so you can feel good about having finished off your experience well and without loose ends.

The last two months will be busy. With packing and preparing to leave, you might not have time to visit all those people and places if you leave it until the last minute. This is one of those things you don't want to procrastinate on. Needless to say, taxiing down the runway is not the best time to start saying goodbye. Come to grips with leaving, think of ways to take what you love with you and say goodbye to the things you can't. Planning ahead can help make your transition back easier. If you treat the leaving experience with the proper reverence, you'll feel better about doing it.

In a questionnaire given by CLAIR every year to JET Alumni, many state they no longer feel they have a lot in common with people back home. This is a symptom of reverse culture shock. According to many JETs, everybody will inevitably ask 'So, how was Japan?' That's a difficult question. Can you encompass your entire Japan experience in a 10 second reply?

Many JETs say even close friends and family aren't so interested in what happened 'over there'. They say often when asked about Japan, the JET gets half a minute into talking about it before the listeners eyes glaze over. Many listeners can't relate, even if they're really close. Most people want to hear, 'It was great!' and then be done with it, while you want to share what you have been through and how you've grown.

Family members who went through tough times back home during the JETs absence can sometimes harbour unconscious resentment towards the JET for leaving. It seems people who've lived abroad make the best listeners for ex-JETs. It would be a good idea in many ways to join the JETAA or a similar intercultural exchange-related organization in your local area (volunteer for a student exchange program for instance) in order to find people who can relate to what you have been through. Or keep in touch with friends you made here. In those first few months home, you may really need an understanding ear to scream into.

Also, consider keeping your friends and family informed of what's going on in your life in the months before you leave. Some JETs write email journals and send them to their friends. That way, even though your friends and family cannot be here in person, they can be here in spirit

and have some idea of how you've changed and what you've been through before you get back. That way, when you discuss your experiences with them, they have some frame of reference.

Another point alumni warn about is *your old friends might now seem to be very boring!* The fact that they may seem to have not changed at all can be frustrating when you have changed so much. You may end up feeling like you have grown past them. These feelings are completely natural though and are symptomatic of re-entry shock. Its possible you might find yourself hanging out with different people and aspiring to do different things, and in doing so you may have grow apart from some of the people who were your friends before you came to Japan. Then again, this may not happen at all – many people find they fit right back in with no problems. Be patient about it and take things slowly – remember that it will take time to adapt and integrate.

There are many manifestations of reverse culture shock. Some JETs might experience all of them, while others may have no problems at all. Almost all JET alumni say it really helps to plan for the near future so you have meaningful goals to work towards when you get back. If you have something to aim for then it will help you to fit into your new life and quickly adapt.

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## Advice for Returning Home...

By ex-JETs

### WHAT WAS GOOD ABOUT LEAVING JET?

Going back home, seeing old family and friends, catching up with everyone. The pubs too, they are the best. Getting a large fruity tax rebate 6 months down the line is nice too!

Seeing family and friends again was great and having access to all my old family stuff (food, routine, fitness, recreation, clothes, shopping) felt good!

You are free to do whatever you want. You can finally move on and do new things. Also see friends and family after so long was really nice.

Leaving and coming home, not missing the job, finding clothes that fit, having those odd flashes where you start grinning like an idiot because you are happy to be home. Listening to people talking in English around you. Realising how you have changed and how much you learned from the JET experience.

### WHAT WAS BAD ABOUT LEAVING JET?

I guess I wished I had stayed another year. Life in Japan is so much easier than trying to get into the UK job market. And after a month back home, I was tired of it already!

I miss the carefree camaraderie of my school. I never thought I felt a part there but I still miss it. I miss the fresh air, laughing with/at my kids and....THE MONEY! Good god I miss that!

Saying goodbye to a great experience and people and family and friends that you hand gotten to know and love. This was definitely the hardest bit.

The job rejection letters. Missing the people that you left behind. That one, old, dear friendship that is different and you realize that your time in Japan probably cost you that friendship. Being back in a closed off, non-multicultural boring place.

## WHAT DO YOU WISH YOU HAD DONE DIFFERENTLY IN YOUR PREPARATIONS TO LEAVE?

I ended up getting zero money from my predecessor for my car and the stuff in my apartment. So, I've become a bit cynical about this but try and make arrangements where some of the money can be paid to you up front. Make sure to send photos so they know what they are buying and if you don't receive a down payment by X day, start selling your stuff to other ALTs. If you trust them too much, you may get screwed like me. Another option would be to assign someone you know who is staying behind to make sure that your predecessor pays by collecting money from them and sending it home to you. I should've done that.

Also a note for Brits, there are stringent weight limits on baggage so don't get caught trying to bring too much home. My friend was made to empty her wallet and give all the money she had to get her too plentiful bags home. SEND STUFF HOME EARLY! Save yourself the airport headache.

I forgot to send a copy of my passport to prove that I had left the country but that was only a minor hitch. I got the 80% tax refund in January and the 20% in April. KEEP TRACK OF YOUR SCHOOLS ADDRESSES AND FAX NUMBERS! You will probably need to contact them in sorting out the tax stuff.

I wanted to get out FAST! I wish I had taken more time in the preparation to leave. It would have made the closure more complete. I should have also done more regarding a job when I got home. I should have done more research on that.

## WHAT WERE YOU GLAD YOU DID?

I made plans and dates to catch up with all the people I wanted to before I left. It takes a long time, so I'm glad I started early. I'm also glad I organized what I wanted to do when I got back home. I began studying right after the summer. That kept me from getting lost in the transition of it all.

The goodbyes were pretty exhausting and went on longer than I thought possible. I was glad I started those early.

I'm glad I knew the tax back system inside and out. We ran into a few glitches but since I knew it so well, it worked out fine. I'm really glad I picked a responsible and reliable tax representative, but even she got confused with all the paperwork. I'm glad I knew it myself.

Saying goodbye to everything and everybody. That was really important and made me feel like that part of my life was really over. Closure.

## DID YOU EXPERIENCE ANY RE-ENTRY SHOCK? IF SO, WHAT WAS IT LIKE?

No re-entry shock, but if you go back without any plans of what to do, the job market gives you a slap in the face. JET tends to lend too much weight to 'transferable skills' that you may have learned while on the program. In reality, it's different. People here are not going to over praise you, as they tend to do in Japan. Be realistic about what you can do.

I had a few pangs of 'man, I could have stayed another year.' That was pretty hard sometimes but then a lot of good things started happening at home and it balanced itself out.

I didn't really experience any, but then I was REALLY ready to get home!

I experienced a lot of re-entry shock. Most striking was meeting friends once again and realizing the extent to which their lives and mine had diverged. Even through email and mail contact, we were not able to keep up to date with each other. I was really out of the loop and



that was really hard. It was also hard to guard against Japan talk. People don't want to hear about Japan, they are not interested in more than a few short stories. Take a SMALL photo album with you to friends and family, if they want to see more, bring out the big ones. I also found people to be rude and macho and boorish. I felt so out of place in clubs, it was funny. Also, the size of meals really got to me! I eventually started ordering child meals wherever I went, but not before gaining 15 pounds! I found that the country I had so longed to come and be a part of was not suited to me anymore. It was a bit disturbing.

### DO YOU HAVE ANY ADVICE FOR PEOPLE PREPARING TO LEAVE?

Get help writing your farewell speech. It maybe the last thing people hear you say. Leave a good impression.

Make sure you have your tax stuff sorted out with your supervisor or tax rep. If they've never done it, they will be very confused and it takes awhile to get all the forms done.

Don't give up on your schools, do your best to still get involved. Some of my best memories come from those last few months. Don't pack your suitcases two months in advance and watch the calendar. Your home country is NOT as great as you remember it to be.

Make sure to have plenty of time to meet with your coordinator so they know what needs to be done way ahead of time. Write a list for them, things they need to do by what date to make sure they are on the ball. They are really busy and often don't know how to do things. Start this AT LEAST a month before you leave.

Prepare now, getting rid of cars and stuff is always more difficult than you think! Get to know you Tax Back system really well. Choose a representative that you KNOW will do a good job and who you can contact from overseas. Maybe a teacher who will be at your old school for at least another year would be good. Don't expect career options to be suddenly open to you because you speak a little Japanese. Most places want certification. Expect the best but plan for the worst. I made copies of EVERYTHING and kept track of everything. Things went wrong and I was able to figure it out and fix them.

Establish a relationship with your successor. Giving mine the odd tip via email made me feel like my 3 years of accumulated experience wasn't a waste. He was also a great way to deal with things I couldn't, i.e. supervisor tax stuff.

Get an idea of what you want to do when you get home. School? Work? Nothing? Having a plan helps! Also, start sending stuff home in boxes! Don't wait till the end and have to lug it home with you on the plane...it's a pain and it costs a lot!

## Saying Your Goodbyes

### Writing Letters In Japanese...

The time has come for you to say both your thank yous and your goodbyes. As you're aware of, in Japanese culture, when anything starts or finishes, it is important to mark the occasion with some pomp and ceremony (think of how many nomikais, that you've been to since you got here) For this reason, thank you letters and goodbye letters really ought to be written, as least to your kocho senseis and your BOE, perhaps some other teachers and your landlord etc. would be pleased to receive one too though.

Writing letters in Japanese follow most of the formal rules of traditional Japanese. Included is a model letter that you can base your own one on. This letter is quite simple, so feel free to add

your own flair to the ones you write. If you want something less simple, check out one of the many books available of Japanese letter write 'Writing Letters in Japanese' by Kikuho Tatematsu, Yoko Tateoka, Takashi Matsumoto and Tsukasa Sato, The Japan Times (1992) would be an excellent place to start.

It might be nice to buy some lovely Japanese notepaper and have a go at writing your letters. Your friends and colleagues will be delighted to see a Japanese letter written in your own hand.

The letter in romaji....

- Haikei
- Atsui mainichiga tsuduite orimasuga, senseiwa ikagao sugoshide irasshaimasudeshouka.
- Sate, watashikyounenryori, matsuyamachugakkode eigo kyoushi toshitenoshigoto wo tsuditemairimashita.

{ Koremade nanikato osewa wo itadakimashite, hontoni arigatoru gozaimashita.

{ Kikokugowa okkusufoodo daigakuinde sarani benkyou wo tsudukerukoto ni natteorimasuga kongo tomoyoroshikugo shizoukudasaimasuyouonegaimoushiagemasu.

■ Saigoni senseinokenkoutogo hatten wo oinorimoushiagemasu.

■ Keigu

■ Shichigatsu sanjuunichi

■ Tomu joonzu

■ Chinen satoko kouchou sensei

■ Tsuishin Kikokugo no juushouwa tugino tooridesu.

## MEANING

- Dear Madam
- It's still hot everyday at the moment. How are you faring in the continually hot weather?
- Since last year, I've been working here at Matsuyama Junior High School as an English teacher. Thanks to all of you the curriculum is now completed and I will shortly be returning to my home country.
- I wish to thank you all for your great assistance up until now. After my return I am going to continue my studies at Oxford University, the post graduate section, I really hope you will continue to favour me with your guidance in the future.
- I wish you continuing health and every success.
- Regards
- July 30<sup>th</sup>
- Tom Jones
- Mrs Satoko Chinen
- PS. This will be my address after I return:

(25 Oxford Rd, Oxford, OXF 123 UK)

## SAMPLE LETTER



拝

暑い毎日が続いておりますが、先生はいかがお過ごしでしょうか。

さて、私は去年より、松山中学校で英語教師としてのしごとを続けてまいりました。

これまで何がとお世話をいただきまして、本当にありがとうございました。帰国後はオクスフォード大学院で、更に勉強を続けることになっておりますが、今後ともよろしくご指導くださいますようお願い申し上げます。

最後に先生の健康とご発展をお祈り申し上げます。

敬具

七月三十日

トム・ジョーネス

知念聡子校長先生

啓

## Speeches & Cards...

### FAREWELL SPEECH

わたしはちがつにオーストラリアにもどり、せんせいにふっきします。

(In August, I will return to Australia and resume working as a teacher)

にほんでにねんかんすごして、だいにのふるさとのようにかんじていて、にほんをはなれるのはとてもかなしいです。

(Japan has been my home for the last two years and so I will be very sad to leave)

わたしは。。。。。。こうこうにくるのがとてもたのしみでした。

(I have really enjoyed coming to .....high school)

わたしはこのがっこうでせんせいやせいとうのみなさんとしりあいになれて、たくさんのたのしいおもいことができました。

(I will take with me many fond memories of getting to know the students and teachers of this school)

みなさんのおかげで、にほんでとてもすばらしいじかんをすごすことができました。

(You have all made my time in Japan a wonderful one)

ありがとうございました。

(Thank you very much)

## MESSAGE ON A CARD

。。。。。高等学校

(.....high school)

きょうしょくいん、生徒のみなさんへ

(To the teachers and students)

日本をはなれるのはかなしいですが、先生としてふくしょくするために、オーストラリアにもどらなければなりません。

(I'm very sad to be leaving Japan, but I must return to Australia and resume teaching)

わたしはこの学校で先生や生徒のみなさんとしりあいになれて、たくさんの楽しい思い出ができました。

(I will take with me many fond memories of getting to know the students and teachers of this school)

日本が大好きです。

(I love Japan)

いろいろとお世話になりありがとうございました。

(Thank you for all that you have done)

## Leaving the Ehime Yahoo Group...

To stop getting all the list serve emails, visit the homepage at

<http://groups.yahoo.com/group/ehimejet/>. You will need to log into Yahoo for this. Click on "Edit Membership". At the bottom of the page is the option "Leave Group". Done!

## Final Note

Thanks to all the past and present JETs who have helped to put together the Ehime JET Returnees' Guidebook. If you find any mistakes or out-dated information, please contact one of the Prefectural Advisors. Also, if you come across any additional information other JETs may find useful, please also forward this to the PAs. And, once again, all the best for the future!