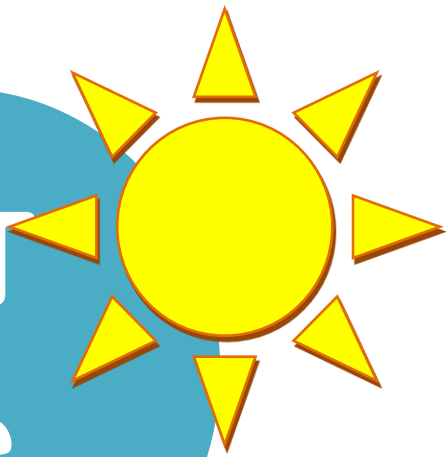


2015 Ehime JET Returnee Guide



For Non-Reappointing
JETs graduating from
Ehime life

Edited and revised
by your current and
former Ehime
Prefectural Advisors
& Regional Advisors

Introduction

Hello Mikans,

We hope the past year (or years!) in Japan was a great ride. Moving to Japan has probably thrown many curveballs at you. Maybe you found a mukade in the shower, unexpectedly met the love of your life, got stuck with some hefty bills, got asked truly weird questions, or had to figure out social norms through trial and error. But you've done well and are advancing to the next phase in your life! We hope that you made some amazing memories that you will never forget.

It's time to move on to the next chapter of your life. Maybe you're planning to stay in Japan. Maybe you're going to move back to your home country. Maybe you're going somewhere completely unknown to you. With only a few months left on the JET Program(me), you may find yourself drowning in to-do lists. But fear not! This Returnee Guide was born through the collected wisdom of generations of JETs, and it will provide an outline of the steps you need to take in order to make your departure as easy and hassle-free as possible.

You might consider the end of your contract as the "Boss" level of the JET Program. It is our hope that this document will serve as a detailed strategy guide to help you get through this process as smoothly as possible. Of course, if you have any questions that the guide doesn't address, feel free to contact us. We did our best to update this guide and make sure it's correct, but if you come across any errors or outdated information, please let us know!

Best of luck,
Jennifer Cerna and John Wheeler
2015-16 Ehime Prefectural Advisors
ehimepa@gmail.com

Table of Contents

Introduction	02
Countdown	04
Checklist	05
Section 1: Preparations for your Departure	06
-Return Flight & Residence Card	06
-Preparing for your Successor	07
-Selling/Donating of Goods	07
-Donating/Selling Your Goods in Ehime	09
-Selling/Disposing of your Car	10
Section 2: Staying in Japan	11
-Visa	11
-Extension Visas	12
-Future Employment	13
-Ehime Private Schools	15
-Ehime Eikaiwa Schools	16
Section 3: Money Matters	17
-Pension Refund	17
-National Health Insurance & Taxes	20
-Closing Your Bank Account	21
-Sending Money Home	21
Section 4: Taking Care of Domestic Issues	23
-Shutting Down	23
-Yahoo BB & Landlines	24
-Your Keitai	25
-Forwarding Your Mail	27
Section 5: Sending Your Things Home	28
-List of Shipping Companies	28
-Sending your Suitcase to the Airport	29
-Shipping Things Home – Packing & General Tips	30
-Mailing Books Home	30
Section 6: Miscellaneous	32
-Future Employment Outside of Japan	32
-Certificate of Payment	32
-Criminal Record Certificate	33
-Proof of Employment	33
-Reference	33
-Reference Letters	34
-Examples	35
-Saying Your Goodbyes	37
-Writing Letters in Japanese	37
-Sample Letter & Meaning	38
-Speeches & Cards	39
-Leaving the Ehime Yahoo Group	40
-Other Useful Sources of Information	40
Final Note	40

Countdown

MAY

May

- ❖ Start deciding what you will take back, what you will sell, give away or discard.
- ❖ Consulting with your CO, look into or even reserve your flight back home if you know what day you want to leave.

Mid to end of May

- ❖ Your successor will be notified of their general placement.

JUNE

June

- ❖ New JETs will be placed (although sometimes senior high school JETs receive notification in July). You'll start the contact process with them. Determine arrangements such as payment for 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 over 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.
- ❖ Organize your mail forwarding.

Mid-July

- ❖ Finalize details on who will serve as your proxy regarding 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.
- ❖ 30th July: Group A arrives in Ehime
- ❖ 6th August: Group B arrives in Ehime
- ❖ 23rd August: Group C arrives in Ehime

Checklist

SUCCESSOR

- Welcome letter
- Your contact information
- Maps & local business information (train station, supermarkets, shops, restaurants, izakayas, other JETs, etc.)
- Bus schedules
- Emergency & work phone numbers
- School/Office information
- Payday & office deductions
- Instructions for appliances
- Garbage day & sorting explanations
- Price list of household items (include photographs & age) by email
- Car sold / disposed of
- Tidied desk at school

EMPLOYMENT

- Researched about life after JET – education / travel / employment
- Checked that departure date is covered by correct visa
- Relevant paperwork for return flight reimbursement completed
- Make a list of skills acquired, tasks completed, ideas implemented
- Reference letter

MONEY MATTERS

- Insurance coverage for when your National Health Insurance expires
- Pension Refund Acquisition (click for details):**
- '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

- Cleaned out your apartment
- Landlord; waterworks; electricity; gas informed of departure
- Paid all bills (keitai, rent, electricity, gas, phone, internet)
- Inkan, bankbook, and cash card left with tax representative
- Mail forwarded
- Belongings organized – sell / keep / discard
- Belongings shipped / sent home
- Luggage sent to the airport in advance
- Phone line transferred

MISCELLANEOUS

- Thank you / Goodbye letters

**** 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 1: Preparations for Departure

Getting Your Return Flight

The Terms & Conditions state that you are to be given a travel allowance (airfare) 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 to your home country should be the following:

“In principle the ticket should be for a direct flight. If a direct flight is not available, a ticket requiring the least possible number of transfers should be provided. In such circumstances the travelling time should not be unreasonably longer than a direct flight.” (General Information Handbook, 2013)

Your Contracting Organization’s only obligation is to provide a flight from Ehime to the airport from which you departed. Any special requests or deviations from this obligation will need to be presented to and approved by them. With this in mind, you should not plan or attempt to schedule large gaps into your itinerary. For example, don’t fly into Tokyo with your “connecting” flight from Narita scheduled for six days later. If you want to enjoy some last minute travel, you’ll have to arrange the trip separately and return to Ehime to begin the departure process for your home country. Your return ticket is a service that your Contracting Organization is required to provide and it is nobody’s right to profit from it or to use it for an extra holiday.

Discuss with your Contracting Organization about how your flight will be arranged. Will they find and pay for the tickets on their own or should you find a flight, book it yourself, and ask for reimbursement? Discuss this as soon as possible so that you might find the most reasonably priced flights back to your home country. If you would like to travel around Japan one last time or simply tie up some loose ends, select your departure date carefully.

Residence Card

The Alien Registration Card system was overhauled in 2013, changing the procedures that foreign residents must complete when moving out. Keep this in mind if researching things online, as there is a lot of outdated information out there!

You will have to submit a Moving Out Notice (転出届 tenshutsutodoke) to your local municipal office. If you do not do this, you risk delaying your pension refund. As you leave Japan, you will have to return your Alien Registration Card/Residence Card in order to qualify for your pension refund. As much as you might want to, you can’t keep it! (Though if you want a record, you could always scan it into your computer. Reproduction would, of course, be illegal).

Preparing For Your Successor

PREPARATION

Please take the time to create an informative welcome letter for your successor. Although you'll be busy, the following list of things will be extremely useful in helping your successor to understand and adjust to his or her new home. Try to remember what it was like when you first arrived and think about what information you needed (or didn't need).

THINGS TO LEAVE FOR YOUR SUCCESSOR

- ❖ Your contact information (address, telephone number, email) in your home country and the best way to contact you.
- ❖ A town map with points of interest (bus stops, train station, supermarkets, shops, restaurants, izakayas, other JETs who live nearby, etc.)
- ❖ 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 in the office, etc.)
- ❖ Payday information, as well as what fees are deducted from their paycheck.
- ❖ Instructions for appliances, copies of all 'how to use' manuals and warranties.
- ❖ Garbage day schedule: times, days, sorting categories; where to leave the rubbish.
- ❖ 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
- ❖ Unwashed 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 look over. Please remember that some of this information is private, and be discreet in regards to what you may learn about your successor.

Selling/Donating Of Goods

Selling stuff to your successor – it's an important part of the initial JET experience that helps both you and your replacement. Everyone wins! If you're selling some of your furniture or appliances to your successor, please be sure to treat them the same way you would want 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 honest 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! If they don't, then 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 and other 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. 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 for themselves.
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 trash all of it).
7. Make sure all bills have been paid. If the bills do not arrive before you depart Ehime, leave sufficient funds for your supervisor to pay the bill on your behalf.
8. Send color photos of what your apartment, car, and goods look like ASAP.
9. If unsure of the value of the goods, have them evaluated by a second-hand dealer. Alternatively, ask a local person or a long-time resident their opinion as to what a reasonable price would be. Use this estimate as a basis for your asking price.
10. Remember that you are selling used goods and make sure that their price genuinely reflects this fact.
11. Ask yourself the following questions when creating a list:
 - How often did I use the item?
 - How well was it maintained?
 - Is it useful to anyone besides me?
 - How much did I pay for it?
 - How old is it?
12. Find the receipts for large items, such as your car, telephone or major appliances. Have these available to aid your negotiations.

Donating/Selling Your Goods in Ehime

DONATING BOOKS (Contact these organizations before making a donation)

1. **Ehime Prefectural International Centre (EPIC)**

tel: (089) 917 5678 fax: (089) 917 5670

<http://www.epic.or.jp/english/index.html>

1-1 Dogo Ichiman,
Matsuyama, Ehime
790-0844

2. **Matsuyama International Centre (MIC)**

tel: (089) 943 2025 fax: (089) 931 2041

<http://www.mic.ehime.jp/MIC/top.html>

COMS 1F 6-4-20 Sanbancho
Matsuyama, Ehime
790-0003

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 in Matsuyama

2. Check to see if your City Hall has donation bins for used clothes in good condition.

ADVERTISING GOODS FOR SALE

1. **Ehime JET Yahoo Group**

ehimejet@yahoo.com

www.groups.yahoo.com/group/ehimejet

2. **“What’s Going On?” (newsletter for Foreign Residents)**

- 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

<http://home.e-catv.ne.jp/wgo/>

SELLING CLOTHES/GOODS

1. There are a couple of good spots for selling second hand clothes in Matsuyama.

There are a number of second hand shops along the ropeway street beside Starbucks and either location of Second Street (there’s one north of Kinuyama Sunshine Cinema and another south of Jusco, as well as in other cities across Ehime). Some forms are necessary, and you will have to wait a little while as they look at everything, but it is all fairly straight forward.

2. If there is one near your area, visit Off House (usually combined with Book Off or Hard Off). Here you can bring and sell clothes and goods (bags, bookshelf, etc.). They may even take broken things from you as they have a junk section.

3. Ask around and visit a recycle shop in your area. The link below is for Matsuyama city.

<http://recycle.link-collections.com/recycle-ehimekenn/recycle-matsuyamashi.html>

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 that all 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 transfer in ownership of the car
- ❖ Certificate of your inkan
- ❖ 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 2: Staying in Japan

Visa

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 may not be allowed to come back to Japan.

It is illegal to work in Japan while on a temporary visa, so make sure your visa is set to begin the day *after* your contract ends. It is also worth remembering that if you stay for more than one month after the end of your contract while on a temporary visitor visa, 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 (read: you are not allowed to work) after your contract finishes **WITHOUT CHANGING YOUR VISA**. However, as above, 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 won't actually do so - it only applies if you are still working at a job that is covered under that specific visa. This would mean that you have become an illegal alien.

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

English Speaking:

Tokyo Regional Immigration Bureau: ph. (03) 5796 7111

Osaka Regional Immigration Bureau: ph. (06) 4703 2100

Please remember that you are responsible for fulfilling your contract and must stay in Japan until the time stated in your contract.

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 20th, 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 *shukkoku junbi bisa* (出国準備ビザ- leaving country preparation visa).

The *shukkoku junbi* visa is an extension visa that allows you to stay in Japan for up to 15 days after your current visa expires. *Shukkoku 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 certification exam or another test that can't be taken outside of Japan; you have unexpected or unfinished business that needs to be completed or your office has asked you to stay to help train your successor. Unfortunately, staying to hang out with friends isn't a valid reason. **Furthermore, you shouldn't apply 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 *shukkoku junbi* visa. You'll also have to bring certain documents with you, including:

- ❖ Passport
- ❖ Inkan
- ❖ Plane ticket showing date of departure
- ❖ Residence Card
- ❖ ¥4000 payment 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 will wish to discuss the conditions for your *shukkoku junbi* visa, call them ahead of time to confirm the details before heading over.

Immigration Office in Ehime (*nyukan* 入管)

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 minute walk from JR Matsuyama station

- Just across the Grand FUJI supermarket, next to the Edion (electronics department store)

For any visa and passport-related questions, you can inquire at EPIC, where English speakers are available: (089) 917 5678

Japanese Vocabulary

- | | | |
|----------|---------------------|-------------------------------|
| ❖ 出国準備ビザ | shukkoku junbi bisa | Extension Visa |
| ❖ 収入印紙 | shunyu inshi | Payment stamp in lieu of cash |
| ❖ 入国管理局 | nyukoku kanri kyoku | Immigration Office |

Future Employment

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, and other instruction. Conducted after school classes in English conversation and 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 begin to forget!

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 Japanese CVs are often handwritten and on special paper. There's a special form (called *rirekisho* 履歴書) sold at stationary stores. It goes without saying that you should create a Western-style CV as well. Business cards are another essential item for working in Japan.

It also helps if you tell everyone you know that you are looking for a job. Networking goes a long way in Japan.

JOBS IN JAPAN FOR FOREIGNERS

Classifieds:

Japan Today Classifieds

classifieds.japantoday.com

Email: 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

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

21F Odakyu Building, 2-7-1 Nishi Shinjuku, Shinjuku-ku, Tokyo

Phone: (03) 5339-8629

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

1. Passport
2. Residence 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, it's recommended you look elsewhere for a job.

LOOKING FOR JOBS IN JAPAN

1. For jobs throughout Japan, check out
 - ❖ metropolisjapan.com
 - ❖ <http://www.gaijinpot.com/>
 - ❖ <http://www.daijob.com/>
 - ❖ <http://www.careercross.com/en/>
2. Check the job classified section of English newspapers like the *The Japan Times* regularly
3. International schools in Japan
 - http://www.tokyowithkids.com/fyi/international_schools.html
(covers more than a hundred schools situated in 16 major Japanese cities)
 - eg. 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.

LOOKING FOR GLOBAL JOBS THAT USE YOUR JAPANESE EXPERIENCE

If you're not staying in Japan, but would like to continue using your linguistic and cultural experience, these sites may help you find work in other countries that still relates to Japan.

1. JETwit

<http://jetwit.com/wordpress/category/jobs/>

This is the webzine for JET alumni that, in addition to providing excellent information and resources for your post-JET life, maintains a section for job listings that might be suitable for ex-JETs. Job listings are worldwide and run the gamut of professional and skill levels.

2. Interesse International Inc.

http://www.iiicareer.com/index_e.php

A freelance human resources company that operates in North America, Europe, and Japan. Essentially an upscale temp agency, you file your CV with them and they will help match you with jobs you may be suited for and allow you to inquire after listings for which you qualify. Unlike most temp services, jobs may also be long-term or permanent positions. Job types run from entry- to professional-level and cover a wide variety of fields.

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 High School	794-0081, Imabari-shi, Agata-kou, 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 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, Fujiwaramachi, 468	(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

Interac: <http://www.interac.co.jp/recruit/>

Check out the link at the bottom of the page to find out more about applying for private ALT positions throughout Japan.

Ehime Eikaiwa Schools

1. AMIC English Center (Matsuyama)	(089)917-6090	http://www.enjoy-amic.com
2. AEON (Matsuyama)	(089)943-7960	http://www.aeonet.co.jp
3. ECC Junior Matsuyama	(089)947-7056	
4. Nichibei Gakuin	(089)973-3454	http://www.dokidoki.ne.jp/home2/nichibei/
5. WORD UP (Matsuyama)	(089)932-3232	http://wordupjapan.com
6. Daily English School	(089)956-8765	
7. Ten's Club (Sara No Ki)	(089)943-8980	
8. Ten's Club (Ringo no Ki)	(089)969-7400	
9. Ten's Club (Potos)	(089)934-6556	
10. ISA language Center	(089)943-6012	
11. CROSSROADS	(089)921-7595	
12. MIKI study PALs	(089)923-7660	
13. Peppy Kids Club		http://www.peppy-kids.com
14. Gem School (Toyo region)	(087)524-5318	http://www.gemschool.com/

These schools above have hired ex-JETs in the past. Contact them respectively and find out about their vacancies.

Section 3: Money Matters

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. Return to your home country.
4. Send documentation to the Social Insurance Agency (NOT to your school or CO!!).
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 yen (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 that 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:

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

* 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%		
from September 2010	16.058%	after September 2017	Fixed at 18.3%
from September 2011	16.412%		

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 2nd 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	140,000 yen
12–17 months	280,000 yen
18–23 months	420,000 yen
24–29 months	560,000 yen
30–35 months	700,000 yen
over 36 months	840,000 yen

*For more information on this, go to the Japan Pension Service homepage:

<http://www.nenkin.go.jp/n/www/english/detail.jsp?id=10>

For a very detailed guide in English and Japanese, see

http://www.nenkin.go.jp/n/open_imgs/service/0000019735Jtb6llblfc.pdf

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 amounts indicated 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 (most likely your supervisor) to be your tax representative before you leave Japan.

More information can be found on the CLAIR / JET Program site:

<http://www.jetprogramme.org/documents/pension.pdf>

Japan Pension Service

3-5-24 Takaido Nishi Suginami-ku, Tokyo 〒168-8505 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. To do this, file an “Application to Appoint a Tax Representative” form (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 脱退一時金至急決定通知書). 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 representative/supervisor has any questions, there is a detailed description of the procedure in Japanese in the Host Institution Manual (Keiyaku Dantai Yo Manyuaru 契約団体用マニュアル).

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 Disability) 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.

National Health Insurance

Your National Health Insurance (Sompo Japan) coverage lasts until the final day of your contract. Your JET Accident Insurance, however, remains in effect until August 31st. 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. Please refer to your Accident Insurance Policy Guide (the green booklet) for more information regarding coverage.

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 (Monday – Friday, 9am – 5pm). 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 (<http://www.statravel.co.jp/> or <http://www.statravel.com/> etc.). For Americans, consider the American Automobile Association (AAA) for travel insurance.

Taxes

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

<http://www.jetprogramme.org/e/current/pubs/qih.html>

Go to Chapter 2, page 63

General information can also be found on the CLAIR website:

<http://www.jetprogramme.org/e/current/taxes.html>

Local Inhabitant Tax

The Local Inhabitant Tax, or 住民税, is something that many JETs are obligated to pay (American ALTs are exempt through their *2nd year*). The amount that you pay in your second year of JET (for your salary over your first full calendar year) is a drastic increase over the first year because you are bumped into a higher income bracket. Unless you are exempt from this tax or your CO has already collected the entire amount at the beginning of April, when you complete procedures for moving out, **you will be given a bill** for the remainder of what you owe for your 2014 income. This can be for over 120,000 yen, so make sure to save as much as you can over the next few months. How and when this tax is levied varies depending on CO, so check with yours for more information. See this [2014 CLAIR newsletter](#) for more information.

Closing Your Bank Accounts

To close your bank account, simply take your inkan, bankbook and cash card 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 worth it leaving it open. Just don't forget your PIN!

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.

The GoLloyds overseas remittance service has been transferred to Shinsei Bank under a new name: GoRemit*. The service costs ¥2,000 per transfer to an account of your choice and should take one to two business days. However, application and set-up requires a week or two, so if you don't already have an account and want to use this service, you should begin the process now. <http://goremit.shinseibank.com/index?lang=en>

*Existing GoLloyds accounts remain valid, but you must update the Account Holder Name. For more information, see: http://www.shinseibank.com/info/pdf/news_goremit_service.pdf

Steps (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 Residence 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.
 - ❖ 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
-

Japanese Vocabulary

- | | | |
|--------------|--|---|
| ❖ 国際送金請求書告知書 | <i>kokusai soukin
seikyusho kokuchisho</i> | International Remittance
Application and Declaration
Form |
| ❖ 郵便局 | <i>yuubinkyoku</i> | Post Office |
| ❖ 送金 | <i>sokin</i> | Remittance |

Section 4: Taking Care of 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 about 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 might 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 (cell phone) and internet provider
9. Cable television/NHK

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 drawback 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.

YahooBB

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

1. Call 03-6888-4943 from your cellphone to cancel officially. Do so the month before you leave.
2. Package your modem and send it to Tokyo
Address:
Softbank BB Modem Section, Logiport Kashiwa Butsuryu Center 1F
3-1 Shintoyofuta
Kashiwa City, Chiba
277-0804
Attn: YahooBB Modem
3. Leave money with your BOE for the last bill. This last bill will be your monthly fee + your charges (this needs to be specified).
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 that 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 40,000 yen – 50,000 yen, so charging 40,000 yen 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 Residence Card are acceptable). The transfer fee is 800yen plus 5% consumption tax. Ideally, you should have your service terminated 15 days in advance.

In most 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 your 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 an interpreter between you and the office. The toll-free number is: 0120 064 337

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 your 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 has 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.

FINAL PAYMENT

If your bills are deducted automatically every month, you might consider leaving extra money in your account and later having someone close 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 take 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

Your Keitai

The cancellation process varies for each phone company. Fees for cancelling before the mandatory two year contract is up also vary per company.

AU/KDDI

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

- ❖ The day you apply for cancellation at the au shop will be the cancellation date.
- ❖ Because the last payment is usually charged the following month, please ask the au shop if you can pay the outstanding amount 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/support>

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

SOFTBANK/VODAFONE

You need to visit a Softbank shop in person to cancel the contract, and go through the following procedures (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
- ❖ Inkan (unless you signed up using a signature)
- ❖ 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.

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	Tensou	Forwarding
❖ 転居届け	Tenkyo Todoke	Change of Address Notice
❖ 航空便	Koukuubin	Air Mail
❖ 印刷物	Insatsubutsu	Printed Matter
❖ 名義変更	Meigi henko	Name transfer
❖ お預かり表	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

To forward your mail (転送 tensou), you have one of the following two options:

1. Ask someone at your school, BOE, office or a friend who is staying in Japan 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 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 forwarded 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.

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

Section 5: 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 a large number 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 manage to collect quite a number of books during our stay here. Send your books at the special book-rate at the post office to save money. You can also leave your books with other JETs in your area or donate them 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. You have also likely acquired several sentimental items, such as drawings and letters from your students. If you find these are taking up a prohibitive or costly amount of space, consider scanning or photographing the items instead of fretting over how to bring them home. Data can be used in ways the physical object cannot (turned into a calendar page or made part of a memento slideshow, for example).

Remember your baggage allowance limits when you fly back. Baggage allowance will differ according your destination and your airline. Many international carriers to the United States have begun to reduce their baggage allowance from two checked bags to one, so be sure to check the policy for your flight! For other international flights one piece of checked baggage is the standard, with a weight not exceeding 23 kg. To avoid any nasty surprises at the airport, please make sure to check with your airline company beforehand what the limit is.

In order to avoid the hassles and concerns if your baggage is over the limit, it might be better for you to ship your belongings by other means. Going over the limit is expensive.

List of Shipping Companies

1. Nippon Express

Email: moving@nittsu.co.jp

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

<http://www.nipponexpress.com/> (English)

www.nipponexpress.com/moving/index.html (English)

Contact person: ask for an English speaker

Call for more information regarding pick-up and packing instructions.

Tokyo Call (toll-free): 0120-1504-22

Osaka Call (toll-free): 0120-50-8622

E-mail: moving-tokyo@nittsu.co.jp

E-mail: moving-osaka@nittsu.co.jp

2. Yamato (Kuroneko)

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

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

3. Japan Express*

Toll-free: 0120-288-322

Email: hikkoshi@japanexpress.co.jp

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

<http://www.japanexpress.co.jp/e/moving/index.html> (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.*

4. Econoship

Toll-free: 0120-222-111

Email: 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.

5. Japan Post

<http://www.post.japanpost.jp/cgi-charge/index.php?lang=en>

This handy English website can give you a rough idea about how much it will cost to ship your packages around the world.

6. Sagawa <http://www.sagawa-exp.co.jp/english/> (English)

Rate chart: http://www.sagawa-exp.co.jp/english/service/pdf/sgx_ryoukin.pdf

7. Japan Luggage Express

<http://www.jluggage.com/>

8. Moving Japan Inc.

<http://www.movingjapan.com/>

9. Excess Baggage Company

<http://www.excess-baggage.com/>

10. Shibusawa Moving Co.

<http://www.shibusawa.co.jp/english/index.html>

11. Allied Pickfords

<http://www.alliedpickfords.com/jp-en/Pages/Home.aspx>

SENDING YOUR SUITCASES TO YOUR DEPARTING AIRPORT

Baggage can be heavy. If you would prefer to have your baggage picked up from your home and sent to your departing airport, there are several ways you can do this.

Kansai International Airport uses Yamato Transport, Sagawa Transporting, and JAL ABC (Yamato Transport, Fukuyama Transporting, and Japan Post).

Airport website: <http://www.kansai-airport.or.jp/>

Baggage delivery information:

http://www.kansai-airport.or.jp/en/service/baggage/index.html#_03_01

Narita Airport uses GPA airport delivery service (Yamato), JAL ABC, and QL Liner (KTC/Sagawa) for baggage delivery.

Airport website: <http://www.narita-airport.jp>

Baggage delivery information:

http://www.narita-airport.jp/en/guide/service/list/svc_05.html

JAL ABC is a company that contracts delivery services and delivers to the Narita, Haneda, Kansai, and Chubu airports. <https://www.jalabc.com/common/pdf/airport.pdf>

Reservations are necessary, regardless of what delivery method you use. Make sure you know how far in advance you need to make the reservation and where to go to pick up your baggage. If you don't know or forget, call the company you used.

SHIPPING THINGS HOME – PACKING & GENERAL TIPS

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 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 restrictions** - 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). Some 100 yen shops have bubble wrap on a large roll. 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.

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 'IMPRIME'. The following prices and weight requirements apply to worldwide destinations from Japan:

- ❖ Box, up to 5kgs of books will cost around 2,700yen.

❖ 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 6: 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 Program. On the following page, you will find a model of a financial record (for 12 months). This has been given to all Contracting Organizations. 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 2014

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 2013	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 September 2013	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 October 2013	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 November 2013	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 December 2013	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 January 2014	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 February 2014	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 March 2014	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 April 2014	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 May 2014	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 June 2014	¥ 300,000	¥ 12,500	¥ 36,000	¥ 251,500
15 July 2014	¥ 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 received amount listed above for last 12 months' salary.

○○○○

Division Chief of International Affairs
Ehime Prefectural Government

Criminal Record Certificates

APPLYING FROM IN EHIME

You can apply for the certificate through the Identification Division (Kanshiki-ka 鑑識課) of the Ehime Police Head Office (Kenkei-honbu 県警本部), which is located near the Prefectural Office. The office is open from 8.30 – 17.00 Monday to Friday, and is located on the 6th 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、愛媛県収入証紙) to cover handling charges. You will need three 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 Residence 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 089-934-0110, or Omori-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.

Proof of Employment

You may not get this automatically even though you are leaving, so please ask your Contracting Organization/Supervisor for a "Proof of Employment" or "Certificate of Participation" (zaishoku shomeisho 在職証明書 / koyou keiyaku shoumeisho 雇用契約証明書) form.

If you would like to see what the form looks like, please select the link below.

http://www.jetprogramme.org/documents/tanto/3_4_2.doc

Reference

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 and things you could do, should a future

employer wish to contact a colleague in Japan for a reference:

1. Have future employers contact your CO by mail so that the letter can be translated and questions answered.
2. If you have a favorite JTE or someone else that you want as a reference/referee, contact him/her personally and keep their contact information on file in case another reference is needed.
3. In the worst case scenario, if your future employer contacts your school and are unable to find anyone to translate into English - they can contact Ehime BOE or access the PA system (Japanese PAs placed at the Kencho or the JET PAs)

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 Kachou or Koucho write the letter even though you rarely said more than hello to him/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 favor 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 newspapers
- 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, 2014

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

TO WHOM IT MAY CONCERN

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

In my 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 2012 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 2013, 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, 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 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、推薦の言葉を申し上げます。

ジョンさんは、2012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いました。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る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る「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国立キウイ高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。

一般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など、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、秋祭りなど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、趣味講座など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、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活かされ、縦横な活躍をなさることだと思います。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。

2014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

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, 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* you've been to since you got here). For this reason, thank you letters and goodbye letters really ought to be written, at least to your *kochou-senseis* and your BOE. Some other teachers and your landlord etc. would be probably be pleased to receive one too.

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 on Japanese letter writing. '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.

拝啓

暑い毎日が続いておりますが、先生はいかががお過ごしでいらつしゃいますか。

さて、私は去年より、松山中学校で外国語指導教受としてのしごとが続いてまいりました。

これまで大変お世話いただきました。本当にありがとうございます。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・ジョーネズ

知念聡子校長先生

追伸・・・帰国後の住所は次の通りです。

25 Oxford Rd, Oxford, OXF 123, UK

- Haikai
- Atsui mainichiga tsuduite orimasuga, senseiwa ikagao sugoshide irasshaimasuka.
- Sate, watashikyounenyori, matsuyamachugakkode gaikokugoshidoukyoju toshitenoshigoto ga tsuduitemairimashita.
- Koremade taihen osewa itadakimashite, hontoni arigatoru gozaimashita.
- Kikokugowa okkusufoodo daigakuinde sarani benkyou wo tsudukerukoto ni natteorimasuga kongo tomoyoroshikugo shizoukudasaimasuyouonegaimoushiagemasu.
- Saigoni senseinokenkouto gohatten wo oinorimoushiagemasu.
- Keigu
- Shichigatsu sanjuunichi
- Tomu joonzu
- Chinen satoko kouchou sensei
- Tsuishin Kikokugo no juushouwa tugino tooridesu.
- 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 30th
- Tom Jones
- Mrs Satoko Chinen
- PS. This will be my address after I return:
(25 Oxford Rd, Oxford, OXF 123 UK)

Speeches & Cards

FAREWELL SPEECH

わたしは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でができました。

(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

〇〇〇 高等学校 / 中学校 / 小学校

(〇〇〇 high school / junior high school / elementary school)

教職員 (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、先生として復職 (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ました。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 listserv 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!

Other Sources of Useful Information

The following places are good places to find even more information, hints and tips:

- **Handouts and Presentations** from the CLAIR Conference for Returning JETs

This is a good place to find tips about a whole range of things for life after JET, such as CVs, resumes and interviews. All presentations and handouts can be downloaded here.

<http://www.jetprogramme.org/e/current/conferences/handouts/2012returners.html>

- **The General Information Handbook**

The GIH has a chapter devoted to leaving JETs (Chapter 7). It covers a lot of the same information as this guide but delves into even more detail in some sections. Particularly useful is a draft of the letter to leave your successor.

<http://www.jetprogramme.org/e/current/pubs/gih.html>

- **National AJET Life After JET**

The National AJET website has several articles containing interviews of people who have been successful after JET. There is also a links section with places to search for jobs, finding JET Alumni chapters, TEFL certificates and distance learning programs.

<http://ajet.net/life-after-jet/>

Final Note

Thanks to all the past and present JETs who contributed and helped put together this Ehime JET Returnee Guidebook. Once again, if you find any mistakes or outdated information, please contact one of the Prefectural Advisors. In addition, if you come across any additional useful information that other JETs may benefit from, please also forward this to the PAs. Hope you found this guidebook helpful and have a smooth and safe departure. We wish you the best of luck and thanks for all your hard work! Otsukaresama deshita!