

Notification of Place of Residence: After Arriving in Japan

ご担当者様

Municipal Office

_____から_____区に引っ越してきました。

I moved from (your country) to (your) ward.

住民異動の届出を行いたいです。

I would like to complete the change of address notification procedures.

(Show them your: 1. Residence Notification form, 2. Residence Card, and 3. Passport)

_____の期間、順天堂大学に
_____として通学する予定です。

Between (period you will be in Japan), I will be completing research at Juntendo University as a (your position).

これまで日本には_____回来たことがあります。

I have visited Japan (number) times.

区役所で住民登録をしたことが【1. あります】 / 【2. ありません】。

[1. I have] / [2. I have not] registered my address at the municipal office before. (Cross out the invalid option.)

パスポートのコピーが必要でしたらお取りください。

You can make a copy of my passport.

住民異動の届出が完了した後、国民健康保険に加入したいです。

I want to register for Japanese National Insurance after completing the address registration procedures.

よろしくお願い致します。

Thank you for your help.

After completing the application the municipal office will hold on to your residence card to list your address on the back. The municipal office will ask you to wait and give you a number. When the residence card is ready the municipal office will call your number and you can collect your residence card.