

Okinawa Supplement 2015

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Disclaimer!

CLAIR, the JET Programme, the Okinawa Prefectural Board of Education and the Exchange Promotion Division assume no responsibility for the accuracy of information provided in this handbook. This information is intended simply as a guide, and all specific questions and concerns must be addressed to the governing bodies or private companies in control of such matters.

Introduction

This is it! The end of JET!

Sooner or later, we all must come to that last page of the Okinawa JET chapter of our lives. What will the next chapter have in store? Some of you will be looking forward to the change; some of you will be looking to the future with uncertainty. Whatever position you find yourselves in, we are here to help. It is in this spirit that we have created the Okinawa supplement to the After JET Guide.

This packet supplements the After JET Guide from CLAIR with more specific information for OkiJETs. For general information, please download the After JET Guide from the JET Programme homepage:

http://www.jetprogramme.org/e/current/pubs/after.html

These guides contain a lot of information that simplify necessary but complicated procedures: sorting your finances, handing over things to your successor, figuring out what to do after "I'm back".

Of course, if there's anything your PAs can do to help in the transition, please feel free to contact us. We're in this together!

Enjoy your last few months in Okinawa. We wish you the best of luck in your preparations and in the future!

チバリョー！
Nina and Jose



Countdown

Please refer to page 6 of the After JET Guide. This is a probable timeline of what to expect in the coming months:

Returning Ken JET Ceremony:

Thursday July 9th

Group A Arrives in Tokyo:

Sunday July 26th

Group B Arrives in Tokyo:

Sunday August 2nd

Early June:
Contact with your successor begins. Determine arrangements such as payment for items to be sold, changeover of apartment and workplace duties.

Mid-June:

1. Make arrangements to ship items back to your home country.
2. Start sending items that will take longer to reach your destination, such as books and surface mail.
3. Inform your landlord at least 30 days before the day you'll be leaving to avoid potential fees.
4. If your successor is taking your apartment, make arrangements so rent for July/August can be divided fairly.

Late June:

1. Start organizing bills, pension refund procedures And other finances for the person who will be taking care of those details for you from Okinawa.
2. If you're applying for a visa extension, start gathering the paperwork. Apply at least two weeks in advance of your visa expiration date.
3. Post ads to sell items your successor will not buy.

Early July:
Start writing thank-you letters and saying goodbyes. Set up mail forwarding.

Mid-July:
Finalize details on who will serve as your proxy on bills, pension refund, etc. Leave your contact information with him/her. Inform utility companies of your shutoff dates and arrange payment.

Visas

Please refer to pages 11-12 in the After JET Guide.

If Your Visa is Expiring - 3rd year JETs

If your visa will expire at the end of your contract but you wish to stay in Japan longer, you may apply for a **Temporary Visitor Visa** (maximum 90 days). Please remember to get approval from your contracting organization before applying and make sure that you apply before your current visa expires (the same day your contract ends).
If you try to leave Japan without a replacement visa after your current visa has expired, you will be classed as an illegal alien and detained. Then you will be deported and may not be allowed to return to Japan. If deported, you will be responsible for paying for your flight home.
If you need 15 days or less, apply for an **Extension Visa** (see below). For this visa, you need a legitimate reason (packing, exam, training successor etc).
Both the Temporary Visitor Visa and the Extension Visa can usually be granted on the day that you apply.

If you plan to stay longer…and your visa will not expire

If your visa is not due to expire when you finish your contract (1st or 2nd years), you may stay in Japan for up to 90 days for sightseeing (no working!) without changing your visa. If you stay for longer than one month under any condition, please note that your contracting organization does not have to pay for your return flight. For more information see the Immigration Bureau of Japan homepage:

http://www.immi-moj.go.jp/english/index.html

Extension Visas

Please check your passport; your visa may expire as early as July 20th. This means that after you finish your contract, you may have little time for last-minute sightseeing and goodbyes. If you need more time, consider applying for an extension visa (出国準備 *shukkoku jumbi*). This visa allows you to stay in Japan for up to 15 days after your current visa expires. You should apply a week before your current visa expires, as it will void it. Extension visas are processed at immigration offices throughout Okinawa. Please note that the immigration office can decline to grant you this visa if you do not have a valid reason for needing the extension. Possible legitimate reasons: you have too much to pack in a short period of time, you're taking a 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. Staying to hang out with friends is NOT a valid reason.

The Naha Immigration Office advises calling ahead of time before applying for your extension visa. You will have to bring some things with you, including your:

- Passport
- Inkan
- Plane ticket showing date of departure
- Alien Registration Card/Resident Card
- ¥4,000 revenue stamp (収入印紙 *shūnyū inshi*), which you can get at the Immigration Office or from post offices & banks

You may also need a letter stating your reasons for requiring a visa extension, your JET contract, and tax forms if you had to file for taxes while in Japan.

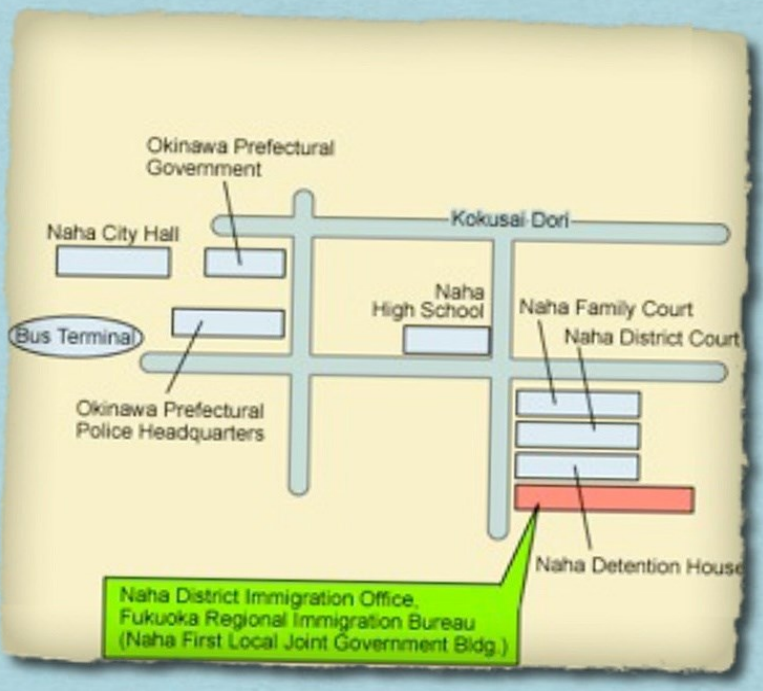
Although the visa can be processed in one day, it may take longer if the office is busy. As the immigration office may want to discuss the conditions for your extension visa ahead of time, call to confirm details before visiting.

NAHA DISTRICT IMMIGRATION OFFICE

Tel: 098-832-4185

Naha First Local Joint Gov. Bldg.
1-15-15 Higawa, Naha, Okinawa

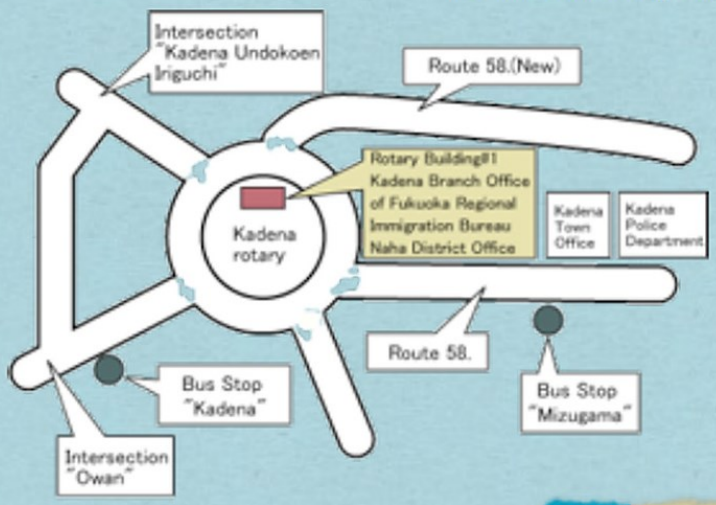
Directions:
From Kokusai-dōri heading away from the Kenchō, turn right on the road that has the 海邦銀行 (Kaihō Ginkō) on the corner. Go straight through the traffic light at Naha High School intersection. Continue along Route 221. The Immigration Office (入国管理局 nyūkoku kanri kyoku) is on the 7th floor of the yellowish building next to the justice building on the left. The elevator is located in the corridor behind the front desk.



KADENA BRANCH OFFICE:

Tel: 098-957-5252

Rotary Bldg #1, 290-9 Kadena
Kadena-cho, Nakagami-gun



Office Hours

For all immigration offices

Monday - Friday

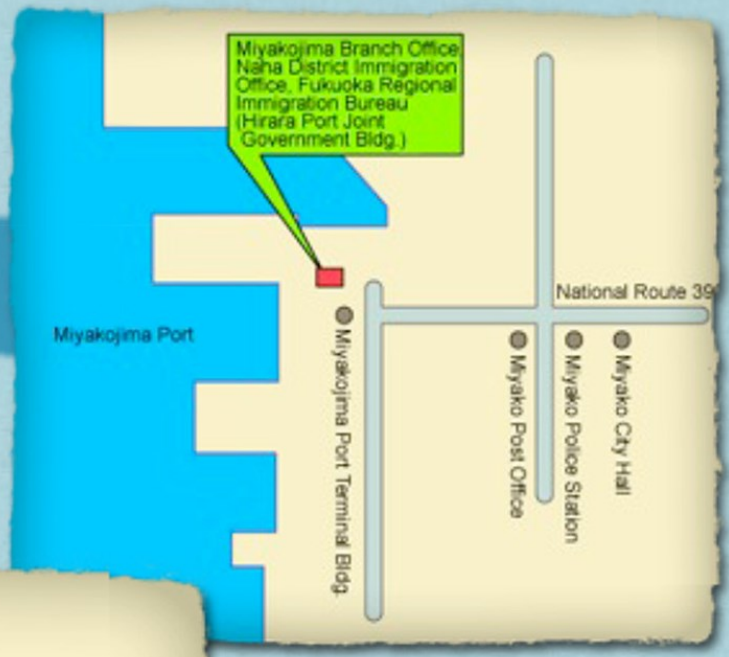
Morning	9 ~ 12
Afternoon	1 ~ 4
Closed on Weekends	
Closed on Public Holidays	

Transportation
Get off at the nearest Bus Stop "Kadena" or "Mizugama"

MIYAKO BRANCH OFFICE:

Tel: 0980-72-3440

Hirara Port Joint Government Bldg.,
Aza Nishizato, Hirara, Miyakojima City





ISHIGAKI BRANCH OFFICE:

Tel: 0980-82-2333

Ishigaki Port Joint Government Bldg.
1-1-8 Hamasaki-cho, Ishigaki City

Health Insurance

Please refer to page 12 of the After JET Guide

National Health Insurance

National Health Insurance covers you until your last contract day. Hand in your National Health Insurance Card on your last day at work. If you receive medical treatment after your contract ends but before you leave Japan, you pay in full.

JET Accident Insurance

Even though the National Health Insurance coverage stops on the last day of your contract, you will still be covered by JET Accident Insurance. The JET Accident Insurance covers you until the day you arrive in your home country after completing your JET Programme contract, or until August 31st, whichever comes first. If you need to make a claim, contact:

Tokio Marine & Nichido Fire Insurance Co., Ltd.
2-6-2 Otemachi, Nihon Building 11th Floor, Chiyoda-ku, Tokyo 100-0004

Phone: +0120-881-018 (Monday to Friday, 9 AM to 5 PM)
+0120-529-955 (During non-business hours)

Customs

Each country has their own policies regarding taxes and duties on goods brought into the country. Please make sure you are aware of your own country's policies so you are not taking undeclared or prohibited items back with you.

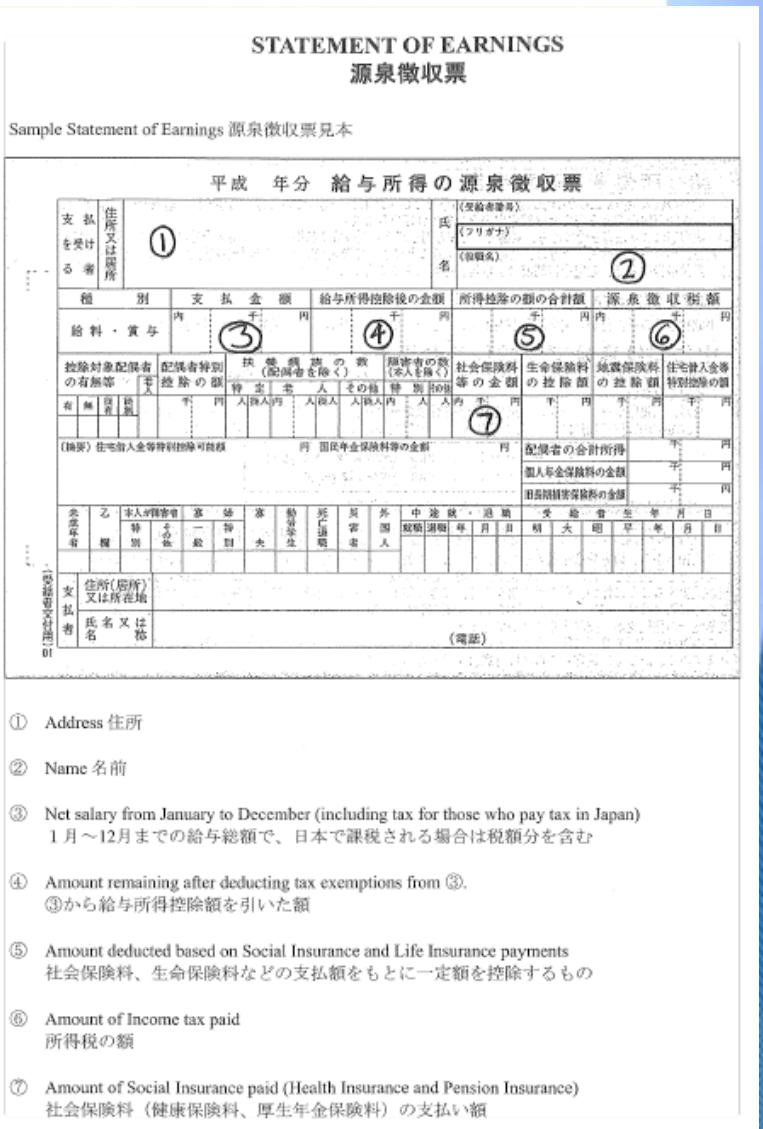


Taxes

Detailed tax information for each country is listed in the JET General Information Handbook. Further information can be obtained from your embassy. It is your responsibility to manage your tax affairs.

If you have to file a tax return in your home country, you will need a Statement of Earnings (源泉徴収票*gensen chōshū hyō*--see image). The Statement details your income, taxes paid and how much you contributed to the Social Insurance and Pension systems for the calendar year. These are issued by your base school or base office (BOE for Municipal JETs, the workplace that handles your pay for Ken JETs) in December or January for the previous calendar year.

Since you will be leaving in the middle of the calendar year, you will need to ask your workplace to prepare a statement to cover the time between January and the final date of your contract. If for some reason your base school/office cannot prepare it formally, then ask for the same information written and stamped with the official seal. If they cannot give it to you before you leave, make arrangements to have them send it to your overseas address as soon as possible.



STATEMENT OF EARNINGS
源泉徴収票

Sample Statement of Earnings 源泉徴収票見本

平成　年分　給与所得の源泉徴収票

① Address 住所

② Name 名前

③ Net salary from January to December (including tax for those who pay tax in Japan)
1月～12月までの給与総額で、日本で課税される場合は税額分を含む

④ Amount remaining after deducting tax exemptions from ③.
③から給与所得控除額を引いた額

⑤ Amount deducted based on Social Insurance and Life Insurance payments
社会保険料、生命保険料などの支払額をもとに一定額を控除するもの

⑥ Amount of Income tax paid
所得税の額

⑦ Amount of Social Insurance paid (Health Insurance and Pension Insurance)
社会保険料（健康保険料、厚生年金保険料）の支払い額

An example of the gensen chōshū hyō taken from the JET Programme General Information Handbook

Sending Money Home

Please remember you'll get a better exchange rate in Japan. Here are two options for sending money home:

GoLloyds: This overseas remittance service costs ¥2,000

yen per transfer to an overseas account of your choice. You simply transfer (振込 *furikomi*) money from any ATM/bank and will be deposited into the overseas account on that day (the transfer must be made before 3 PM). For further information visit: http://www.golloyds.com

Post Office Remittance Service: The post office can send cheques in currency other than yen. For most countries, delivery varies between 7-14 days. Take your inkan and your alien registration card/resident card and ask for an International Remittance Application & Declaration Form (国際送金請求申告書 *kokusai sōkin seikyū shinkokusho*). You can pay in cash or have the money automatically deducted from your account. You will also pay a handling fee. Please make sure that the person you delegate to close your account is aware of how to transfer money to your overseas account if you leave Okinawa before your last paycheck.

Make sure to leave your **inkan, bank card, PIN number, bankbook** and **furikomi card** (if using Lloyds) for the person you delegate to send your money to you.

Closing Your Bank Account

Please refer to page 7 of the After JET Guide

To close your bank account(口座解約 *kōza kaiyaku)*, take the following to your local branch office:

- **Inkan**
- **Bankbook (**通帳 ***tsūchō***)
- **Cash card (**キャッシュ・カード)

When you close your account, the balance will be given to you in cash. You will need a bank account in Japan to designated at the time of filing for the refund of the 20% tax that is taken out of your Pension Refund (see the *Pension Refund* section). Usually the tax refund is deposited into your tax representative's account, but you can have it deposited into your own bank account in Japan. If you want to have the tax refund deposited into your account, you can delegate someone to close your bank account.

Leaving Your Bank Account Open

Leaving your account open allows you to leave money for final bill payments. It's also an easy way for your tax representative to transfer your tax refund to you if you use that bank account to transfer money. You will need to make arrangements to close your account or come back to Japan to close it yourself later. If you delegate someone to close your account for you, please make sure you leave your cash card, inkan and bankbook with them. Be sure to check with your bank about how long your account can remain inactive before it is closed and what will happen to your balance.

Pension Refund (Part 1)

Please refer to pages 12-15 of the After JET Guide

Please contact the Social Insurance Agency for any questions or information that is not provided below. If your supervisor or tax representative have any questions, there is a detailed description of the procedures in the Contracting Organization Manual (契約団体用マニュアル*keiyaku dantai-yō manyuaru*) or on the JET Programme website.

Amount Refunded

To calculate the Lump-Sum Withdrawal Payment (脱退一時金 *dattai ichijikin*) please refer to the Payments Amount explanation at the Japan Pension Service English website at: http://www.nenkin.go.jp/n/open_imgs/service/0000005247.pdf (scroll down for English. Also contains the application form.)

Filing for the Pension Refund

There are two parts to the Pension refund: the Lump-Sum Withdrawal Payment, which is deposited into a bank account in your home country, and the Tax Refund, which is deposited into a Japanese bank account.

Before Leaving Japan

Obtain the Request of Arbitration for Lump-Sum Withdrawal Benefit Claim Form (脱退一時金裁定請求書*dattai ichijikin saitei seikyūsho)* from the Social Insurance Office or the National Pension Section of the municipal office nearest you. You can also download the form from the Japan Pension Service website link mentioned above. Designate someone to be your tax representative and submit the Declaration Naming Tax Representative for Foreigners Form (納税管理人の届出書、外国人用*nōzei kanrinin no todokedesho, gaikokujin-yō*) to your local tax office.

NOTE: Choose your tax representative carefully. Your tax representative does NOT have to be your supervisor. Choose someone trustworthy, reliable and willing. It is also a good idea to have a tax representative who understands Japanese, in case complications occur.

Local Tax Offices in Okinawa

For pictures and maps, please see the website for the Japanese National Tax Agency (Japanese only) at:

http://www.nta.go.jp/okinawa/guide/zeimusho/index.htm

Office name	Area covered by this office	Address/Tel
Naha Tax Office 那覇税務署	Itoman, Tomigusuku, Nanjo, Yonabaru, Haebaru, Yaese, most of Naha	**Tel: 098-867-3101** 9 Asahimachi, Naha (across from Naha Bus Terminal)
Kita-Naha Tax Office 北那覇税務署	Part of Naha (Shuri, Omoro-machi, Mekaru, Naminoue, Hantagawa, Makabi, Mihara, Furujima) Urasoe, Nishihara, Kume-jima, Aguni, Tokashiki, Zamami, Tonaki, Kita Daito, Minami Daito	**Tel: 098-877-1324** 5-6-12 Miyagi Urasoe City (near Urasoe Tsutaya) *Outer Islanders: call ahead of time and see if forms can be sent by post.
Okinawa City Tax Office 沖縄市税務署	Okinawa City, Ginowan, Uruma, Nakagusuku, Kita-nakagusuku, Kadena, Chatan, Yomitan	**Tel: 098-938-0031** 1235 Misato Okinawa City (near Misato Post Office)
Nago Tax Office 名護税務署	Nago, Kunigami, Ogimi, Higashi, Nakijin, Motobu, Onna, Ginoza, Kin, Ie-jima, Iheya, Izena	**Tel: 0980-52-2920** 4-10-1 Agarie Nago City (across from Nago Post Office)

Office name	Area covered by this office	Address/Tel
Miyako (Hirara) Tax Office 平良税務署	Miyako-jima, Tarama	**Tel: 0980-72-4874** 807-7 Hirara Higashi-Nakasone, Miyako-jima City (next to Ken-ristu Miyako Hospital)
Ishigaki Tax Office 石垣税務署	Ishigaki-shi, Taketomi, Yonaguni	**Tel: 0980-82-3074** 8 Tonoshiro Ishigaki City Okinawa

Things to Leave For Your Successor

Please refer to pages 9-10 of the After JET Guide

You should leave the following information and items for your successor for when he/she arrives:

- Your contact information (address, phone numbers & email) and an alternative contact in case you cannot be reached
- A map of the local area with the nearest convenience store, supermarket, post office, hospital/clinic, bank etc.
- A list of telephone numbers for emergencies
- A list of essential contacts such as your supervisor, coordinators, etc; also contact information for people who speak English in your area
- Information about how to get to your workplace(s)
- Instructions for appliances and copies of all manuals and warranties
- Copies of your bills and explanations (how is the money collected or paid, who is responsible for paying final bills and what is their contact information, etc.)

Most of this information is included in the Essential Information for Successor (EIS) Forms but having your contact info, a map of the local area and important telephone numbers handy when your successor first gets here will be helpful.

Selling Items to Your Successor

Please take the following into account when selling items to your successor:

- Deal in yen unless you are both from the same country. Forcing your successor to pay for items in another currency will make the procedure unnecessarily complicated.
- Be fair about prices. Take into account wear and tear.
- Be precise and honest when describing items and take pictures of what you are selling.
- If you will still be in Okinawa when your successor arrives, consider waiting until they arrive to negotiate prices.
- If you are unsure of the value of the items you are selling, check the prices of similar items in stores before setting a price.
- Ask yourself: How often did I use this? How well is it maintained? Is it useful? How much did I pay? How old is it?
- Provide receipts for large items such as cars and refrigerators.

Your successor is NOT obligated to buy your items.

Do not pressure them if they are not interested!

Selling Your Car

The process of changing ownership of a used car is called 名義変更 "*meigi henkō.*" For this process you will usually need:

- Certification of Parking Space (車庫証明 *shako shōmei*) from your local police station (get inkaned proof of your parking space from your landlord and take it to the police station). The police will usually confirm that the parking space is valid by visiting the space themselves and then give you a sticker for your car and certification. (For white plate cars and yellow plate cars in certain areas - please check with your landlord)
- Your inkan and if it's a white plate, you also need a Proof of Inkan Certification (印鑑証明書*inkan shōmeisho*) from your municipal office.
- Your driver's license & resident card/alien registration card.
- Inkan and Proof of Inkan Certification of the person you are selling the car to.
- Proof of Payment of Automobile Tax (自動車税納付証明書 *jidōshazei nōfu shōmeisho*)
- Car Registration Certificate (車検証 *shakenshō*)
- Compulsory Automobile Liability Insurance Certificate (自賠責保険証 *jibaiseki hokenshō*)

Take these documents and items to your local Land Transportation Office (陸運事務所 *rikuun jimusho*) and they will give you forms to fill out. The necessary forms and documents may vary by municipality so please check with the Land Transportation Office beforehand.It will probably take around 10 days to complete the entire process if you are selling a white-plate, or 1 day if you are selling a yellow-plate. If your successor will not arrive before you leave, you will need to ask somebody to sell your car on your behalf. Please choose someone carefully and prepare everything before you leave so that the process of changing ownership goes smoothly. You may want to consider getting a legal power of attorney to ensure that the person who is selling your car on your behalf gets everything done in a timely manner. Also, please show your appreciation after everything is finished.

Land Transportation Offices

Okinawa Land Transportation Office 沖縄陸運事務所
512-4 Aza Minatogawa, Urasoe-shi, Okinawa 901-2134 沖縄県浦添市字港川５１２－４
TEL: 050(5540)2091
FAX: 098(876)7233

Miyako Land Transportation Office 宮古運輸事務所
1037-1 Aza Shimozato, Hirara, Miyakojima-shi 906-0013 沖縄県宮古島市平良字下里1037-1
TEL: 050(5540)2092
FAX: 0980(73)3861

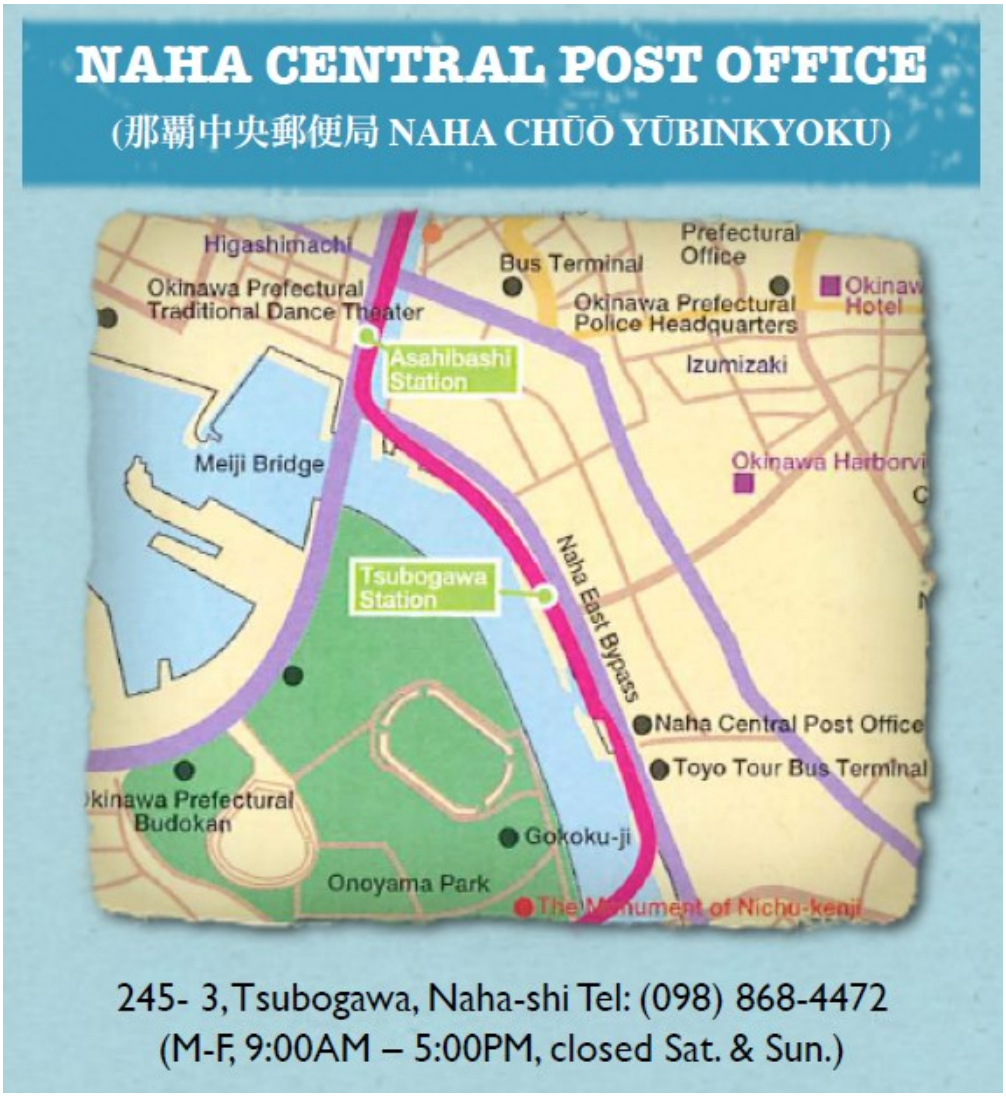
Yaeyama Land Transportation Office 八重山運輸事務所
863-15 Aza Maezato Uehara, Ishigaki-shi, Okinawa 907-0002 沖縄県石垣市字真栄里上原863-15
TEL: 050(5540)2093
FAX: 0980(83)5065

Shipping Things Home

If you don't have a lot to send home, you can use the post office's international parcel post service. They also have special shipping rates for books and documents. For larger volumes or oddly-shaped items you may consider using a shipping company. Please check with your return airline(s) for baggage allowance limits. The charges for excess baggage can be very expensive!

Parcel Post

Using the post office's international parcel post service (国際小包 *Kokusai kodzutsumi*) is a good option if you have a smaller volume of belongings to send home that are easily packed in boxes. You can generally send parcels up to 30kg but size limitations vary by destination. The post office may want to inspect your parcel's contents, so take the box to the post office unsealed. For all items, you will need to fill out an international parcel label, which is a combination of invoice, customs declaration & address label.



There are three options for mail through the post office:

Surface Mail: This is the cheapest way, but may take a considerable amount of time to reach the destination.
Economy Air (SAL): These packages go by air, but not by express. The rates are more expensive than surface mail (but less than airmail) but travel time is considerably shorter. It takes roughly 3-7 days longer than normal airmail.
Airmail: This service is expensive but fast. Parcels arrive within about a week.

Prices for parcel post will vary according to size, weight and destination. For further information (in English) on international postal services, refer to:

www.post.japanpost.jp/english
www.post.japanpost.jp/int/service/i_parcel_en.html

Mailing Books

Mailing books as printed matter is the most economical way to send them home. Take your unopened box to the post office (to show that it only contains printed matter) and seal it after the clerk has checked the contents. Mark your box of books as "PRINTED MATTER" or "IMPRIME." Be sure to pack your books properly as they can be handled roughly.

Getting Boxes and Packing Materials

If you use a private shipping company, they usually provide boxes and even pack them for you free of charge. Your local post office will also have a selection of boxes to purchase and usually provide free packing tape. If you need to find your own boxes and packing materials, the best place to start is your school or workplace. Many large supermarkets also offer used cardboard boxes for free. Look for flattened boxes and a sign that reads 段ボール *danbōru* (cardboard). They are usually near the cash registers. Any large store (i.e. Jusco, San-A or Makeman) that sells stationery goods should also have packing materials for sale.

Forwarding Your Mail (転送 tensō):

Mail forwarded to an alternative address in Japan:

Ask someone in Japan if you can use his or her address as your forwarding address. All mail will be forwarded to him or her for one year and they can forward the important stuff to you. A new form must be filled out each year if you want to continue forwarding mail to an address in Japan.

International mail forwarded to your home country:

All letters originally sent from Japan cannot be forwarded to an overseas address and will be returned to sender. However, international mail cam be forwarded to your home country. Packages forwarded to your overseas address will incur additional charges. To have your mail forwarded, visit your local post office and pick up a Change of Address Notice (転居届 *tenkyo todoke*). Don't forget your inkan.

Advice on Shipping

Using a shipping company to get your precious cargo back home is a great idea if you have a large volume or irregular-sized items. However, shipping costs in Japan are very high. When planning to have your things shipped home, keep the following in mind:

Shop around:

Prices can vary considerably. It is a good idea to call a few different places. You should inquire whether or not they charge a minimum fee for shipping, what kind of insurance they provide and whether or not they can ship directly from Okinawa. The shipping companies usually require **at least** a month's notice in advance, as calculations on weight and shipping schedules need to be arranged.

Customs:

Each country has its own regulations and restrictions on items that can/cannot be brought into the country. Please check before sending items.

Recommended Shipping Companies

Nippon Express (Tokyo)

Tel: (toll-free) 092-291-7111 0120-150-422 (English speakers available)
Email: moving@nittsu.co.jp
Web: http://www.nipponexpress.com/
Nippon Express is one of the only companies that offer a pick-up service from Okinawa (for an additional charge). Refer to their webpage for more details or call the toll-free number listed above.

Japan Luggage Express

Tel: (toll-free) 0120-48-0081 (English speakers available)
Email: info@jluggage.com
Web: http://www.jluggage.com
This company offers competitive rates for services by sea and air. The rates for service by sea are measured per cubic meter rather than by weight. Refer to their web page for detailed rates and conditions.

Getting Rid of Unwanted Stuff

Unfortunately, organizations which accept clothing donations are difficult to find in Okinawa. Keep in mind that your fellow OkiJETs are always looking for used books, movies, magazines and even clothing!

Flea Markets

If you have stuff that you don't want to throw away, try the flea markets. They are a great place to recycle used items and make some money on the side. The two

main flea market areas are Chatan and Kadena. In Chatan, you can rent a table for a nominal fee or even set up on the sidewalk, as long as you don't obstruct traffic. To make reservations at the Chatan Flea Market (weekends only), call the Chatan Town Hall at (098) 936-1234 during normal business hours (closed for lunch).
Many other areas hold smaller flea markets, and you can always ask your co-workers if they know of any taking place.

Online

If the flea market is too far or you don't want to drag your stuff out, trying taking pictures and putting them online at Okinawa Takarajima (沖縄宝島) It's free to sign up and aimed at average people, like the flea markets. Japanese only.

http://www.dgco.jp/

Disposing of Your Car (廃車 *haisha*)

If you cannot sell your car then you will need to properly dispose of it. If you wish to dispose of your car, ask your supervisor or a Japanese-speaking friend to get you in touch with a car sales company or a disposal company. You will need:

- Vehicle inspection certificate
- Front and back license number plates
- Certificate of Disposal (from disposal company/licensing center if you dispose of the car yourself) OR a letter of attorney if you use a disposal company
- Your inkan and inkan registration from your local city office

Recycle Shops

There are a number of recycle shops in Okinawa that may buy your used items. They may not buy your items for very much, but some companies pick up furniture. Please consult your yellow pages to find a recycle shop nearest you.

1. Manga Sōko (マンガ倉庫) Oroku, near Akamine Monorail Station 098-891-818
2. Manga Sōko (マンガ倉庫) Awase, near the Education Center and Pref. Athletic Park (no furniture) 098-931-9911
3. Manga Sōko (マンガ倉庫) Urasoe, on Rt. 58 near Camp Kinser
4. Seikatsu Kan (生活館) Various locations; check website (you can arrange for them to come to your house to appraise and buy large items)
5. Various "Military Surplus" stores in Urasoe, Ginowan and Okinawa City

Closing Utilities

Please inform the following at least one month before you depart:

Landlord / Real Estate Agent (大家さん *ōya-san* / 不動産屋 *fudōsan-ya*):

Inform your landlord / real estate agent of your move out date. They will arrange for an apartment inspection. If you plan to stay for only part of the last month, they will calculate prorated costs. Be aware you may not get most of your original deposit back.

Waterworks (水道局 *suidō-kyoku*):

If your landlord doesn't provide this utility, you will need to contact your waterworks company directly to inform them of a closing date. If your landlord manages your water bills, they will work out your final payment for you.

Mobile Phone (携帯電話 *keitai denwa*):

Contact your service provider in advance for closing details. Payment plans are usually 2-year contracts and if you have not finished payment, you may be responsible for paying the remaining cost of your phone as well as a cancellation fee.

Electric Company (電力会社 *denryoku-gaisha*)/ Gas (ガス会社 *gasu-gaisha*)/Internet (インターネット *intānetto*):

Finalizing Payments with a Cash Payable Bill

Inform the companies that you pay bills to that you wish to close your accounts on a specific date. In most cases, you can arrange to pay your last bill in cash and have someone come to collect your payment. Contact information can be found on the bill. It is recommended to pay your last bills before you leave but if you are arranging for your successor or another delegated person to do it after you leave, be sure to leave adequate funds.

Finalizing Payments with Automatic Withdrawal

If you usually pay by automatic withdrawal, you can arrange for the final bill to be withdrawn automatically. However, you will need to leave your bank account open and leave enough money to pay your bills. Remember to elect a Japanese representative to close your account afterward (see *Closing Your Bank Account*).

Remember that your bills are **YOUR responsibility**. Please do not leave your successor or supervisor to deal with your unpaid obligations.

Municipal Government (市政 *shisei*):

You must submit a "moving out notification" (転出届 *tenshutsutodoke*) to your local municipal office, and return your Resident Card (if you entered after July 2012) or Alien Registration Card (if you came before July 2012) to the immigration officer at your airport of departure.

Getting Your Return Flight Paid For

Please see page 16 in the After JET Guide.

The JET 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 your contract you do not enter into a subsequent contract with your contracting organization or a third party in Japan
3. You leave Japan for home within one month of the end of your contract, and not before your contract ends



Liability and Your Contracting Organization

Your contracting organization is responsible for your passage from Okinawa to the international airport from where you will depart, so they may not be keen on you staying longer in Japan (they will be liable if anything happens to you). Also, CLAIR rules state that the return travel from your contracting organization to your home country must be the most direct route, with the smallest number of transfers. So you cannot, for example, fly to Tokyo and stay for a week before departing from Narita, unless you want to pay for the trip to Tokyo, then come back to Okinawa to begin your return home. CLAIR rules also state that the destination of your return flight should be the airport that you departed from when leaving for Japan.

If you feel you have a special circumstance (such as wanting to return home early for graduate school or to return to a different airport) then you'll need to tell your contracting organization as soon as possible (preferably before June). There is no guarantee any request will be fulfilled; the final decision will be made by each contracting organization.

HOW TO GET HOME FOR FREE:

① Complete your contract. → ② Wait a month before entering a new contract. → ③ Leave Japan within a month after your contract ends.

Sample Leaving Speech

Here are some example sentences found in many formal speeches, suitable for saying goodbye to your students and teachers. Please modify them to suit your needs.

Watashi wa (*number of years*) nen kan (*school name*) de tsutomete kimashita.
I worked for (number of years) years at (school name).

Watashi wa kono (*number of years*) nen kan, minasan kara iroiro manabimashita.
I learned a lot from all of you during my (number of years) years here.

Soshite, minasan no okage de, iroirona omoshiroi taiken ga dekimashita.
I also had many interesting experiences thanks to you all.

Watashi wa hontōni tanoshimu koto ga dekimashita.
I really enjoyed my time here.

Watashi wa (*school name*) to Okinawa wo hanareru no ga totemo kanashii desu.
I am very sad to be leaving (school name) and Okinawa.

Kōchō-sensei to kyōtō-sensei wo hajime, (*number of years*) nen kan watashi wo sasaete itadaite, dōmo arigatō gozaimashita.
I wish to especially thank the principal & the vice-principal for all of your support during my (number of years) years here.

Sensei-gata to shokuin no minasan, tokuni (*your favorite teacher*)-sensei, hontōni osewa ni narimashita.
I am deeply indebted to all of the teachers and employees here, especially (your favorite teacher)-sensei.

Saigo ni, (*your school name*) no seito tachi, dōmo arigatō gozaimashita.
Finally, thank you to all the students of (your school name).

Minasan no okage de, totemo suteki na Okinawa seikatsu ga dekimashita.
I have had a truly wonderful time in Okinawa thanks to all of you.

(*Your country*) ni kuru toki wa, watashi wo zehi tazunete kudasai.
If you come to (your country) then please come and visit me.

Dōmo arigatō gozaimashita.
Thank you very much.

Reference Letters

Your next employer may ask for a reference letter; some future employer will probably want one at some point. When requesting a reference letter, consider:

Ask the right person. In Japan, the letter writer's title is usually more important than the actual relationship they had with you. Often someone who worked closely with you will write the letter and have someone with a higher rank sign it.

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? Give the letter writer as much information as possible.

Explain what you want. Japanese do not usually put emphasis on merits and accomplishments like in Western countries. Point out the letter should stress your valuable skills, talents and characteristics. If possible, provide them with a sample reference letter or write your letter yourself and ask them to sign it.

Provide your selling points. In addition, provide the writer with the following list. It will help them to write a more thorough profile and provide concrete examples.

List of selling points for a reference letter:

- **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**
- **Participation in JET conferences as a presenter/moderator**
- **Participation in festivals and events**
- **Elementary school visits**
- **Proofreading or translating**
- **Projects you've helped with or executed**

After Leaving Japan
Pension Refund (Part 2)

Please refer to pages 12-15 of the After JET Guide

File for the Lump-Sum Withdrawal Payment using the Request for Lump-sum Withdrawal Benefit Claim Form mentioned above. Fill in the necessary information (you will need to refer to your blue pension book) and mail it to the following address:

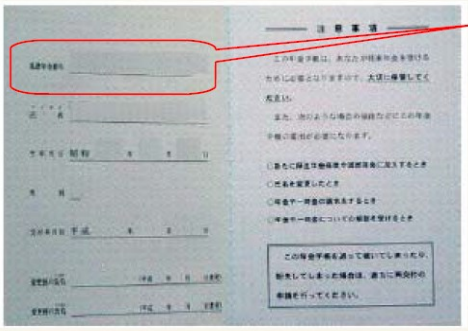
Social Insurance Operation Center
Takaido-Nishi 3-5-24
Suginami-ku, Tokyo 168-8505
Tel: 03-6700-1165
81-3-6700-1165 (outside Japan)

You must attach the following to your application:

- **Your pension book (needed for your Pension Number)**
- **A photocopy of your passport showing your name, date of birth, nationality, signature and date of departure from Japan**
- **A document verifying the name of your bank (in your home country), name of branch office, and bank account number in your name.**

This is the Blue Pension Book:





This is the basic pension number. It's the only number JETs need to fill in; leave the other three spaces in box 5 on the form blank.

If you do not know where your **Blue Pension Book** is, check with your contracting organization or have them call the Social Insurance Agency. Also, make a photocopy or write the information on your application down before sending it in. There have been times when a JET's application and pension book were lost in the mail.

The lump-sum payment will be transferred into the account that you designate on your application. The amount remitted to your account is calculated using the currency exchange rate on the day of the transaction. You will only receive 80% of your pension as 20% will be taxed. The next two steps outline how to claim the remaining 20%. After you have received the lump-sum payment, send the **original** Notice of Lump-sum Withdrawal Payment Entitlement
(脱退一時金支給決定通知書 *dattai ichijikin shikyū kettei tsūchisho*) form to

your tax representative in Japan. Have your tax representative go to the same tax office as before and file the final return (確定申告書*kakutei shinkokusho*) on your behalf. The refund will be deposited into the Japanese bank account designated by your representative. Your tax representative will then need to transfer the money to your overseas bank account (see the *Sending Money Home* section).

Pension Refund for Those Staying in Japan

If you are staying in Japan and rejoining the pension system, your JET pension term will aggregate with the new pension term. You can file a claim to have both terms refunded when you depart Japan. Keep in mind, however, that the maximum amount you can collect is for a 36-month period.

If you stay in Japan and do not join the pension system, 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 without joining the pension system again, then you forfeit your right to file for a pension refund.



Re-Entry Shock

Please refer to chapter 2 of the After JET Guide

This is it. Soon you'll be packing your bags, saying your good-byes and heading out to new and different landscapes, far away from Okinawa. With all the things to do before you leave, it is no wonder JETs often arrive back in their home country wide-eyed, jet lagged and very confused. "Where am I and where did all these gaijin come from?!"

Many JETs face re-entry shock to varying degrees upon returning home. Just as moving to Japan required serious adapting, going back may require some adaptation as well. Food will be different, conversations and pop culture will shift, and you will have missed out on a year or more of development with your family, friends, and culture. Going home can feel like going to a foreign country all over again, except worse because you are not expecting the differences.

Preparation is always the best way to avoid problems, so it's a good idea to research re-entry shock before you encounter it. There's a lot of good reading on the internet. Some suggest the more successful you were in adapting to your "new" culture, the harder you will find it to re-adapt to your "old" culture. Also, when you are in a foreign country, people are aware that you're from a different place and tend to be more understanding. When you return home, you probably have changed and people will not be expecting or accepting of it. Check out your local newspapers online for the local news. If you are going to a new place, read up on that as well. This will especially help to fill those empty spaces in conversation with friends you can't seem to relate to anymore.

It is important to get closure before you leave Okinawa. Remember to say good-bye to your favorite people and places before you depart for your home country. Psychologists recommend writing things down as it can help you to 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 who have influenced your life here in Okinawa? How are you going to continue/advance/maintain your Okinawa friendships? Make sure you say goodbye to people you will most likely not see again. This way, you can leave Japan without any loose ends.

The last two months here are going to be busy. With packing and preparing, you might not have time to visit all the people and places that you want. Don't procrastinate! The airport is not the best time to start saying goodbye. You've been here a long time. If you treat leaving with the proper reverence, you will feel better about doing it.

In a CLAIR questionnaire, many JET alumni state they no longer feel they have much 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?" The JETs will often get half a minute into talking before the listener's eyes glaze over. Most people want to hear "It was great!" and then be done, while you want to share what you have been through and how you have grown. Family who went through tough times during your absence can sometimes harbor unconscious resentment towards you for leaving.

It seems people who've lived abroad make the best listeners for ex-JETs. It would be a good idea to join the JETAA or a similar intercultural-exchange organization (a student exchange program for instance) to find people who can relate to what you have been through or keep in touch with friends you made here. You may need an understanding ear for the first few months.

Consider keeping your friends and family updated about your life in the months before you leave. Though they cannot be with you in person, this will give them some idea of how you have changed and what you have been through.

Another point alumni warn about is that your old friends might now seem very boring! They seem not to have changed at all, frustrating when you have changed so much. You may end up feeling like you have grown past them. These feelings are completely natural and are symptomatic of re-entry shock. You might find yourself hanging out with different people and aspiring to do different things; then again, this may not happen. Many people find they fit right back in with no problems.

Be patient and take things slowly. Remember it will take time to adapt and reintegrate. Some JETs might experience many manifestations of reverse culture shock while others may have no problems. Almost all JET alumni say it helps to plan for the future so you have meaningful goals when you get back. If you have something to aim for it will help you to fit into your new life.

Advice for Returning Home

A compilation of advice from OkiJET alumni

What was good about leaving JET?

"Seeing family and friends again was great and having access to all my old familiar 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."

"Having control over life decisions again."

"Being closer to family and friends from home again. Having new goals and different challenges."

"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. Realizing 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 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, warm seas, heat, laughing with/at my kids."

"Saying good-bye to a great experience and people and family and friends that you had gotten to know and love. This was definitely the hardest bit."

"Most salaries are lower and living costs are more expensive than in Okinawa."

"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?

"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."

"Obtaining the final income form from CO, shipping items in advance"

"I forgot to send a copy of my passport to prove that I had left the country but that was only a minor hitch. 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 got 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."

"I left enough time to do everything I wanted to do. I made a to-do list and a to-go list and I accomplished most of them. I also made sure I met up with all the people I wanted to see before leaving, which I think is the most important."

"Taking the time to see my friends, having close friends helping me clean up my apartment, having going away parties with my coworkers and saying goodbye to people."

"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 good-bye 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 felt that I had no one to share all of the great experiences I have had abroad. Public bathrooms are one of my biggest re-entry shocks because I was used to seeing very clean neat bathrooms in Japan."

"The supermarkets were SO BIG and the food was big. Also, people in general spoke more directly and with more sarcasm then I was used to."

"Yes- especially in finding housing before the weather got cold. Reconnecting with friends was easy and exciting but re - inserting yourself into their lives takes a lot of work on your part. Don't feel bad if people keep forgetting you're home for good."

"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. I was really out of the loop and that was really hard. I also had 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 found that the country I had so longed to come back 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 may be 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 a while to get all the forms done. They will probably have to take *nenkyu* to get the paperwork done, so show your appreciation."

"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 you 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 they 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! 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."

"Set goals and things you want to do when you come back. Be ahead of time for selling stuff and cleaning up your place. Enjoy every moment until the end. Be ready to experience down moments when you come back, but have family and friends around to support you."

"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."

"Make a list to do everything you want to do. Decide why you are leaving and be excited for the choice. Setup a plan before you "go home". Do not just expect to go home and find something. Be ready to work much harder then you did on JET."

"Update your resume and apply right before coming home, get references before leaving, indulge in the things you love about Japan and take tons of pictures"

"Be prepared to miss Okinawa. You will!"



Important Contact Information

When calling from outside Japan, remember to drop the first zero and add Japan's country code, 81.

Okinawa JET PAs

Public Relations and International Exchange Division (Muni)
Okinawa Prefecture, Executive Office of the Governor
1-2-2 Izumizaki, Naha City
Okinawa, Japan 900-8570
〒９００－８５７０
沖縄県那覇市泉崎１－２－２
沖縄県　知事公室　広報交流課
Tel: 098-866-2020 Fax: 098-866-2467
Email: eigoken-cir@pref.okinawa.lg.jp

Prefectural School Education Division (Ken)
Okinawa Prefectural Board of Education
1-2-2 Izumizaki, Naha City
Okinawa, Japan 900-8571
〒９００－８５７１
沖縄県那覇市泉崎１－２－２
沖縄県教育庁　県立学校教育課
Tel: 098-866-2715 Fax: 098-866-2718
Email: kenchopa@pref.okinawa.lg.jp

Japan Social Insurance Agency

Takaido-Nishi 3-5-24
Suginami-ku, Tokyo 168-8505 JAPAN
〒１６８－８５０５
東京都杉並区高井戸西３-５-２４
Tel: 03-6700-1165

CLAIR

Department of JET Program Management
Council of Local Authorities for International Relations
Sogo Hanzomon Building 6F
1-7 Kojimachi, Chiyoda-ku, Tokyo
102-0083 Japan
〒１０２－００８３
東京都千代田区麹町１－７　相互半蔵門ビル６F
財団法人　自治体国際化協会　業務部
Tel: 03-5213-1730 Fax: 03-5213-1743
www.jetprogramme.org

Credits

Edited and updated in Spring 2015 by
Nina Shao

Redesigned and updated in Spring 2014 by
Grant Minagawa

Updated in Spring 2011 by
Chris Gibo & Matthew Anderson

Updated in Spring 2010 by
Chiye Kinjo & Matthew Anderson

Revamped and updated in Spring 2009 by
Chris Madole & Matthew Anderson

Previously maintained by
Lynn Miyahira & Gabriel Crawford

Originally crafted by
Ian Laidlaw & Anna Vogelaar

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