

【Things you need to do when you start living in Sapporo】

***Please bring your passport and Residence Card to your local Ward Office.**

If you are registering family members, also bring your marriage certificate and your children's birth certificates, as well as Japanese translations of these documents.

■Moving in (転入届)

You need to go to the ward office within 14 days after arriving in Sapporo, in order to fill out a **Notice of Moving In** form.

■Health Insurance (健康保険)

It is mandatory to be enrolled in National Health Insurance. It **covers 70** percent of your **medical** bill with you responsible for paying the other 30 percent. The payment slip will be mailed out to your current address. Please make the payment at convenience stores or Post office*.

■Address Verification

After moving into your apartment, you will receive an Address Verification Form from the post office. Please fill out the form and return it within 7 days.

■Trash

In Sapporo City, we have specific instructions for throwing out trash. Please see the calendar which will indicate what trash to throw out on certain days.

■Post Offices*

Japanese post offices are usually open Monday-Friday 9 am-5 pm for mail and Monday-Friday 9 am - 4 pm for other services such as insurance inquiries, banking, postal orders and bill payments. Local post offices are closed on weekends and national holidays.

【You also need to visit your local ward office when moving out】

■Moving out (転出届)

You need to go to the ward office before you go back to your home country, in order to fill out a **Notice of Moving Out** form. Please also bring your National Health Insurance card as well as your passport and Residence Card.