

How to get your “Residence Certificate (住民票)”

Once you take up your residence, you will have to go to the ward/city office to register your address.

*It should be done within 14 days from the date when you enter Japan.

For this registration, you will need to bring 2 items below.

1. **Residence Card** (issued at the airport when you enter Japan)

After completing registration of the address, the office will write your address on the back side of the card. (Please do not write your address by yourself.)

2. **Passport**

After this registration, you can issue **“Residence Certificate (住民票 Jumin-hyo)”**.

*You might need this certificate for several purposes such as making a contract with mobile/cell phone company, etc.

*This certificate costs approximately ¥300 per copy.

(The cost depends on autonomy.)

★If you submit “Residence Certificate (住民票 Jumin-hyo)” to GSAPS as one of the entrance procedure documents, please make sure to ask ward/city office to issue it including all the information of “Current address”, “Your name”, “Date of birth”, “Gender”, “Nationality”, “Status of residence”, “Period of stay”, “Expired date of the period of stay”, and “Number of Residence Card”.

★Please be sure to request **“Residence Certificate” (Jumin-hyo 住民票)**, **NOT** “Notification of Residence Record Code” (Jumin-hyo code Tsuuchi-hyo 「住民票コード通知票」ではありません), which specifies 11 digits personal code. “Notification of Residence Record Code” (Jumin-hyo code Tsuuchi-hyo 「住民票コード通知票」) might be provided by ward/city office for free.

Should you have any difficulties to issue the Residence Certificate (住民票), please show the back side of this document to the officer at the ward/city office.

GSAPS Admissions Office,
Waseda University

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