

Living in Japan

1 Student Commuter Passes (Excluding Research Students)

Students can purchase a student commuter pass (*tsūgaku teiki-ken*). Research students cannot purchase student commuter passes but are eligible for a regular commuter pass (*tsūkin teiki-ken*). Instructions on how to purchase such passes are given below.

1. Trains and Subways

- ① Write the station closest to your current residence and the university via the shortest route in the section provided on the back of your student ID card.
- ② Fill out the required information on an “Application to Purchase a Student Commuter Pass” available at each station. Show your student ID card and submit the completed request form at the station window to purchase a commuter pass.

Suica/PASMO commuter pass:

Suica/PASMO is a convenient IC card for traveling by JR and other railway companies. As long as either the station where you get on or off is JR, you can use a Suica/PASMO commuter pass even if your trip uses multiple railway lines (JR and other railway companies).

JR: <http://www.jreast.co.jp/renrakuteiki/index.html> (Japanese only)

2. Buses

Request a “student commuter certificate” (*tsūgaku shōmei-sho*) at the Office of Student Services/SFC Academic Affairs Office (Academic Services) for undergraduate and graduate students, or at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) for those enrolled in JLP or KIP. Make sure to bring your student ID card when you visit the office. Go to the ticket counter or information counter of the bus company you want to use and submit the student commuter certificate to purchase the commuter pass.

2 Post Offices

Japan Post handles mail and also provide banking, insurance and other services.

Regular Business Hours:

Postal Service:	Mon. to Fri.	9:00–17:00
Savings Accounts (Foreign Exchange & Remittances):	Mon. to Fri.	9:00–16:00
(Some larger post offices close at 18:00.)		

*ATM (Automatic Teller Machine) operating times vary according to the branch.

Japan Post has a large post office called the “*honkyoku*” in each area throughout the country. This post office offers postal services 24 hours a day, including weekends and national holidays. Apart from post offices, postage stamps (50 yen/80 yen) can also be bought at convenience stores and shops with the Japanese postal mark (〒).

If you change your address in Japan, go to your local post office and fill out and submit a “Notification of Change of Address” form. Your mail will be forwarded to your new address for a year, free of charge.

Japan Post (JP) also has a bank called “*Yūcho-ginkō*” that allows you to save and withdraw money from post offices and ATMs throughout the country. You will need your resident card (or Certificate of Alien Registration, if applicable) and a personal name seal (*inkan*), if you have one, to open a bank account at a post office.

Japan Post Postal Service: <http://www.post.japanpost.jp/english/index.html>

Japan Post Bank (*Yūcho-ginkō*): http://www.jp-bank.japanpost.jp/en_index.html

3 Opening a Bank Account

Scholarship payments will be made via direct deposit. Therefore, we recommend that you open a bank account as early as possible. You will need your Residence card (or Certificate of Alien Registration, if applicable), your student ID card, and a personal name seal (*inkan*), if you have one, to open an account. At some banks, your period of stay must be over 6 months to open an account. Please check with the bank in advance for detailed information.

Regular Business Hours: Mon. to Fri. 9:00–15:00

*ATM (Automatic Teller Machine) operating times may vary according to location.

4 Telephone Service

If you would like a new telephone line installed or an existing line moved, call NTT by dialing 116 or visit your nearest NTT office. If you would like to purchase a mobile phone or a PHS (Personal Handy-phone System), you can apply directly to the phone company of your choice or visit its nearest distributor. You will need to present your resident card (or Certificate of Alien Registration if applicable) and student ID card (personal identification). Listed below are the major mobile phone companies in Japan and their phone numbers from a fixed phone line.

au	http://www.au.kddi.com/english/index.html	Tel: 0077-7-111
Docomo	http://www.nttdocomo.co.jp/english/	Tel: 0120-800-000
Softbank	http://mb.softbank.jp/en/	Tel: 0800-919-0157
Willcom	http://www.willcom-inc.com/en/	Tel: 0120-921-156

5 Internet

The availability and speed of the Internet will vary according to a number of factors which include your local communications environment and the type of line (dial-up modem, ADSL, Cable TV). Please select an Internet provider and make inquiries with them. Listed below are the major Internet providers in Japan.

AOL	http://join.aolservice.jp/	Tel: 0120-275-265
Nifty	http://setsuzoku.nifty.com	Tel: 0120-50-2210
OCN	http://www.ocn.ne.jp/english/	Tel: 0120-506-506
So-net	http://so-net.ne.jp/access	Tel: 0120-117-268
Yahoo! BB	http://bbpromo.yahoo.co.jp	Tel: 0120-33-4546

6 Electricity

If a circuit shorts or you use more electricity than the electrical capacity of your residence, the circuit breaker will trip and your electricity supply will be cut automatically. If this happens, reduce the number of electrical appliances you are using before resetting the circuit breaker. Find out the electrical capacity of your residence and try not to use too much electricity at one time. In case of emergency or difficulties, call the electricity company using the phone number written on your electricity bill. Make sure to keep your bills and receipts for reference. Call Tokyo Electric Power Company (TEPCO) to cancel your electricity service when you move.

Tokyo Electric Power Company (TEPCO) <http://www.tepco.co.jp/en/index-e.html>

*Phone numbers vary according to your area of residence. Please check TEPCO's website for more information.

7 Gas

There are two common types of gas used in Japan. One is natural gas (*toshi* gas), and the other is propane gas (*LP* gas). When you move into a new place, find out which type of gas is used and call the gas company. A representative will come to open the main gas line, for which you must be present.

Tokyo Gas http://www.tokyo-gas.co.jp/index_e.html Tel: 0570-002211

8 Water

Contact your local water company office to have your water turned on. You must notify them of the date when you wish to start using water. A bill will be mailed to you every other month.

Bureau of Waterworks, Tokyo Metropolitan Government

<http://www.waterworks.metro.tokyo.jp/eng/index.html>

Yokohama Waterworks Bureau

<http://www.city.yokohama.lg.jp/suidou/langage/english/>

*Telephone numbers may vary according to the area you live in. Please check the websites for more information.

*Note on Paying Bills:

You can pay your telephone, electricity, gas, and water bills, TV charges, and other fees at convenience stores, banks, and post offices. Alternatively, you can arrange for payment via direct debit (*ginkō kōza hikiotoshi*) from your bank account. Ask each business operator for details.

9 Garbage Disposal

Household garbage (*gomi*) is collected by the city. Separate your garbage and put it out according to the specified day, time and location for your area. Collection days, times and locations differ from area to area.

You are expected to observe all rules and regulations concerning garbage disposal and recycling in your city

Combustible garbage	Usually twice a week
Non-combustible garbage	Usually once a week or once every two weeks
Oversized garbage tables, chairs, futons, heating appliances, bicycles, etc.	Please contact your city office for disposal of items. You will be charged a small fee for collection of these items.

Note: The following five appliances cannot be collected as oversized garbage: air-conditioners, televisions, refrigerators, washing machines, and computers.

Under the Home Appliance Recycling Act, you must contact the store where you purchased the appliance or the store where you plan to purchase a new appliance to request the disposal of the old one. If you do not remember where you bought the item and do not plan to replace it, please contact your local city office.