



OIST OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY

Guidance for New Employees



Resident Registration Opening a Bank Account



HR Relocation Support Services Section

Introduction

This guidance has five easy-to-understand steps to help new employees register and open a bank account on their own.

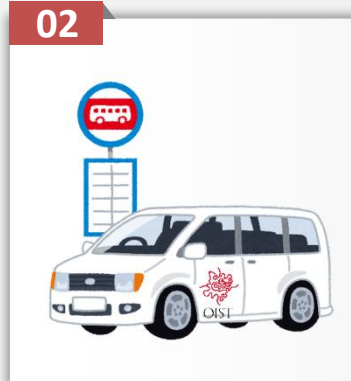
01



Document Preparation

- Gather necessary documents
- Receive filled-out application forms from Relocation Support Services Section.

02



To the Onna Village Office

- Take a bus at OIST auditorium (Free)
- Get off at Onna Village Office

03



At the Onna Village Office

- Register as a resident.
- Receive a residence certificate.

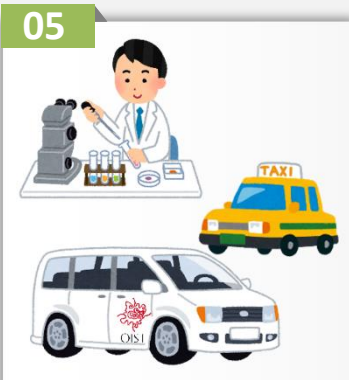
04



At the Okinawa Bank

- Open a bank account.
- Receive a cash card and bankbook.

05



Back to OIST

- Take an OIST bus or call a taxi.

Contact Information

If you need to reach us during your tour, use the contact information below.

For general questions

Relocation Support Services Section

- Tel : 098-966-1560
- Email : relocation@oist.jp

For emergencies

- Tel for Ambulance : 119

Document Preparation

To register as a resident and open a bank account, the following documents and items are required.

Please be sure to check them before you start the process.



Passport

Place of submission : **Onna Village Office, Okinawa Bank.**

- If you are registering all members of your family, bring passports for all of them.



Residence Card

Place of submission : **Onna Village Office, Okinawa Bank.**

- **If you did NOT receive a residence card when you entered Japan**, the Onna Village Office will arrange it for you at the same time as your resident registration. It will be delivered to the registered address in about a week.
- If you are registering all members of your family, bring passports for all of them.



Offer Letter

Place of submission : **Okinawa Bank.**

- **Print out a copy in advance.** If you are unable to print out a copy, forward it to Okinawa Bank on the spot via email.



Cash

- Purchase a ticket (300 yen) at the **Onna Village office.**
- You may want to deposit some cash when you open a bank account at the **Okinawa Bank.**
- Transportation expenses in case using a cab to go back to OIST (About 2,000 yen).



Application Forms and Other documents

Place of submission : **Onna Village Office, Okinawa Bank.**

- You will receive requested application forms from the Relocation Support Services Section before you go to the Onna Village Office.



To the Onna Village Office

Below are directions to Onna Village Office **via OIST bus (minivan)**.

① Get on at OIST Auditorium.

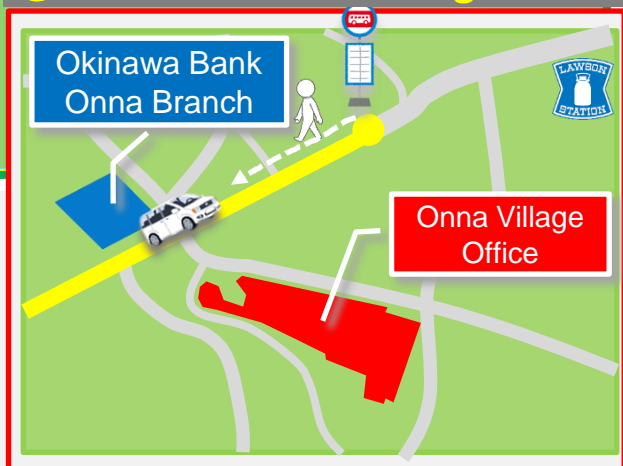


Take the OIST bus (free) from the bus stop **in front of the OIST auditorium** according to the time schedule below.

Bus Stop	Time
OIST Auditorium	9:30 / 10:30
Onna Village Office	9:41 / 10:41



② Get off at Onna Village Office



After getting off the bus at Onna Village Office (Onna-son Yakuba), walk in the opposite direction of the bus. The large building on the left is the Onna Village Office.

At the Onna Village Office

Follow the instructions below to register as a resident and receive the residence certificate.

※ A free Wi-Fi service called **Be.Okinawa** is available at Onna Village Office.



Be.Okinawa

Step

01

To the Residents Division

Once inside the building, proceed to the far end to the counter of the ① Residents Division (村民課, *sonmin-ka*).

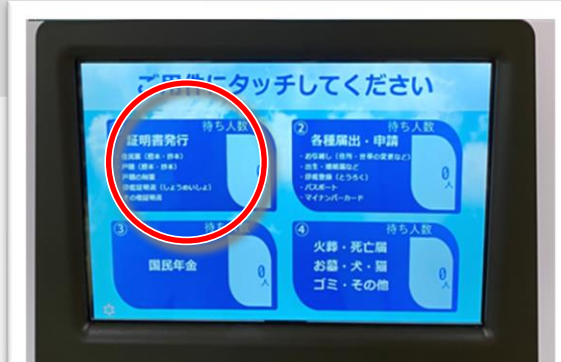


Step

02

Operate the Guidance Machine

Select ① from the screen of the Guidance machine next to the counter of the Residents Division in order to obtain a number tag.



Step

03

Submit Required Documents Purchase a ticket

When number called, proceed to the counter and submit the required documents. You are requested to buy a ticket at the ticket machine.



Step

04

Receive Residence Certificate

Verify the information: Name, Date of Birth, etc. Receive the receipt and the Residence Certificate.



At the Okinawa Bank

Follow the instructions below to create your bank account and receive a bank book and cash card.

Step

01

To the Okinawa bank

After leaving the Onna Village Office, cross the traffic light and you will find the Bank of Okinawa Onna Branch.

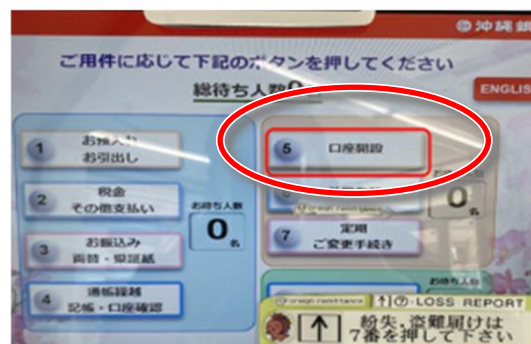


Step

02

Operate the Guidance Machine

The guidance machine can be found next to the counter. Select ⑤ [Open an account] (口座開設 Koza-Kaisetsu) and receive a number tag.



Step

03

Submit Required Documents

When number called, proceed to the counter and submit the required documents including your **resident certificate** you obtained at the Onna Village Office. Operate a touch panel to input some of your information.



Step

04

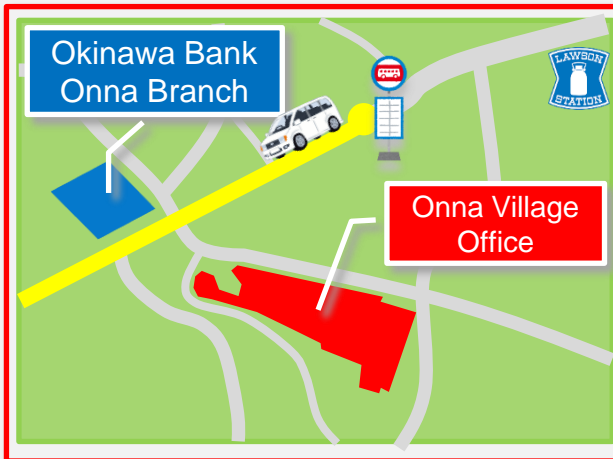
Receive a Cash Card and Bank Book

Choose a regular cash card **OR** a JCB debit which allows you to pay electrically from your bank account. Also receive your bank book.



Back to OIST

It is recommended that you take the OIST bus or a taxi to go back to OIST.



Take the OIST bus (minivan) from the bus stop **opposite side of the road to the one you got off at in the morning.**

Bus Stop	Time
Onna Village Office	14:10 / 15:40
OIST Auditorium	14:21 / 15:51



The sun in Okinawa can be stronger than you might imagine. When walking outside, take a break in the shade and drink plenty of water to avoid heat stroke.



Local Taxi Information

Okito Koutsu (沖縄交通)

Fee: About 2,000 yen from Onna Village Office to OIST

Tel: 098-972-5406

☎ English Assistance Available !