



【Moving/Address Change】

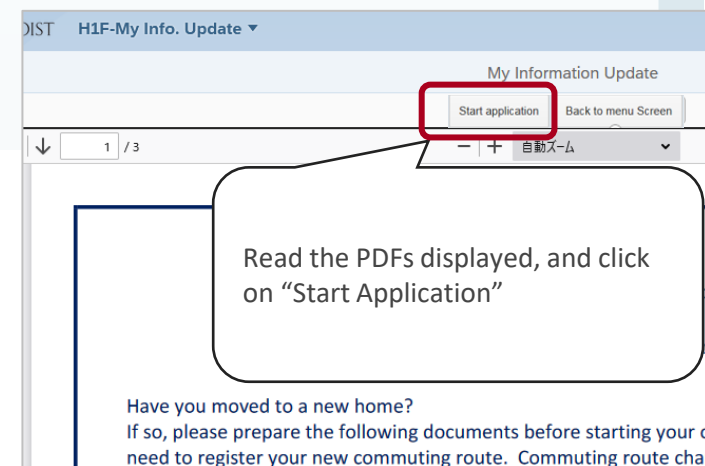
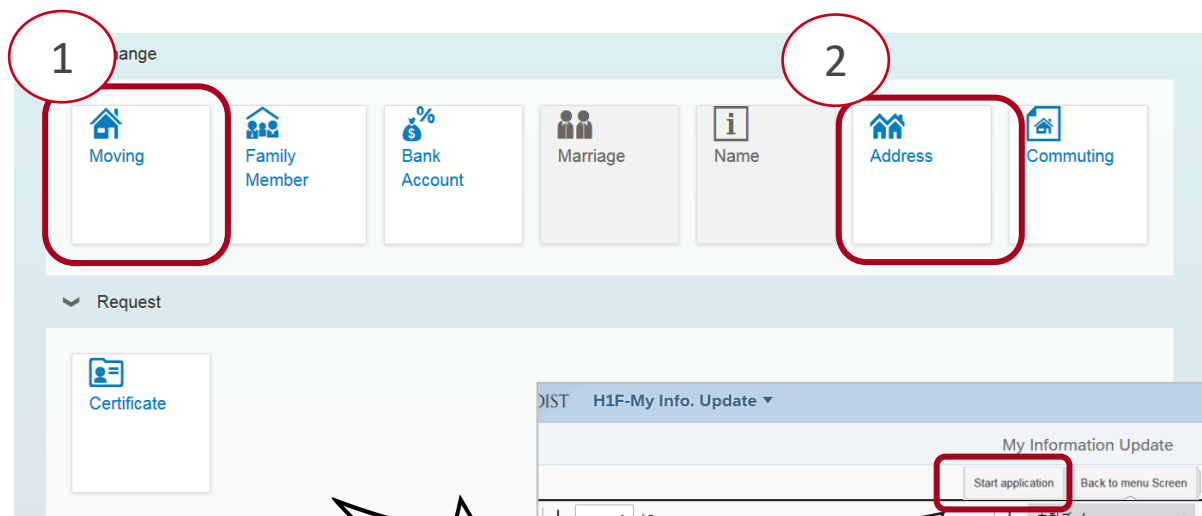
FLOW👉 Update new address information and submit.

1) I moved.

2) The rent amount of my lease has changed/ I no longer get the housing allowance

Check Precautions and Attachments

CLICK
HERE





【 Moving/Address Change _1】

Check Precautions and Attachments

Save DraftUpdateNo ChangeExit

Address Application

【IMPORTANT】

- Submit application if any change in address or change in lease contract related to housing allowance occur.
- Entry of three emergency contacts is required.
- Dates should be entered in yyyy/mm/dd format.
- If you are submitting a Departure Form, please enter the moving-out date of your current address in the "Moved-out date/Moving-out date(for departure)" field.
- To select an item on the pull-down list, use the arrow keys and Enter key while the list is displayed.

Attachments (Please upload one by one for multiple documents)

- Residence certificate (If you are submitting a Departure Form, you do not need to attach a residence certificate)
- If you are eligible for housing allowance, attach a copy of all the pages of your lease contract (including front and back)

Note: Attach all pages of the lease agreement.

Moving/Address Change

CLICK HERE

Suspend Housing Allowance

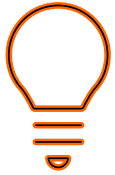
CLICK HERE



【Moving/Address Change _2】

TIPS

- If Items cannot select from drop-down list -
 - Mouse over the drop-down list and select an item with arrow keys and Enter key.
 - Check the browser you are using
 - Chrome× (Error occurs. Do not recommend using.)
 - OS:Windows →Firefox recommended browser
 - OS:Mac →Safari recommended browser



☐ Some items below must be submitted in Japanese.
If you cannot input them in Japanese, please check the box.

◆Changed items are colored e.g.) Application

Some items below must be submitted in Japanese...

➢ If you tick the check box here, you can skip entries of Japanese.

Current Address

Application Change Date of change 1 Reason Address

For "Rent", please enter monthly cost at current address if you are eligible for housing allowance.
Please include fees of common services and two parking spaces. Utilities or other expenses are to be excluded.

Application : Change "No Change" to "Change"

Date of change :

➢ When address changes, the start date of the new address.

➢ For any other changes in address details, the start date of that (e.g., Rent has changed)

Please confirm that you meet all the criteria described in the [Compensation Regulations](#) for housing allowance and check the box below.

☐ Confirmed that all the criteria are met.

Confirmation of Requirements for housing allowance:

Check the **Compensation Regulations** from the link and tick the checkbox.

Residence Type Rent

Rent 0

Starting date of housing allowance

Moved-out date/Moving-out date (for departure)

Country Japan

Postal code Search Address <Please press 'search address' after

Municipal city

•Input items below using double byte Kanji, Katakana and numbers (eg' 0 1', '0 2')

Block, street

building (Kana)

Rent:

Monthly rent (rent + common expenses + parking space (up to 2 spaces allowed))

*Be sure to enter your phone number as well.

Moved-out date/Moving-out date(for departures):

Enter the date you moved out of your previous residence.





【 Moving/Address Change _3 】

TIPS

- By clicking [Copy Current Address], the information you entered in the "Address" field will be copied.



Address for Residence Certificate

Application No change Copy Current Address Date of change Reason Address

☐ Please check if your current address and residence certificate address are different. The following items must be inputted.

Country Japan

Postal code

Prefecture

Municipal city

●Input items below using double byte Kanji, Katakana and numbers (eg' 0 1', ' 0 2')

If your current address and residence certificate address are different, please tick the box here.

Application : Change "No Change" to "Change"
Click [Copy Current Address], the information you entered in the "Address" field will be copied.

Emergency Contact 1

Application Change Copy Current Address Date of change

Country Jordan

●Input items below in English

Prefecture and municipal city

Block, street

Name of a building

Tel. number (with hyphens)

Name of family member

Relationship

Application : Change "No Change" to "Change"

Emergency Contact:

- Enter contact persons who can be reached in an emergency.
- 3 contacts are required
- At least one relative's contact information must be entered.

Submit the application
*When you submit on - ly Address Information

CLICK HERE

Move to Commuting Application

CLICK HERE



【 Submitting Moving Application 】

My Information Update on WEB

Organization:
Name: Jhonson Jim

1
Address

Click "Update"

Apply

Save Draft Update No Change

Update confirmation

Are you sure you want to determine the contents?

Click "Yes"

Yes No

My Information Update on WEB

✓ Address was created successfully. Please input next application

Organization:
Name: Jhonson Jim

1 Address 2 Commuting

Apply

Save Draft Update No Change

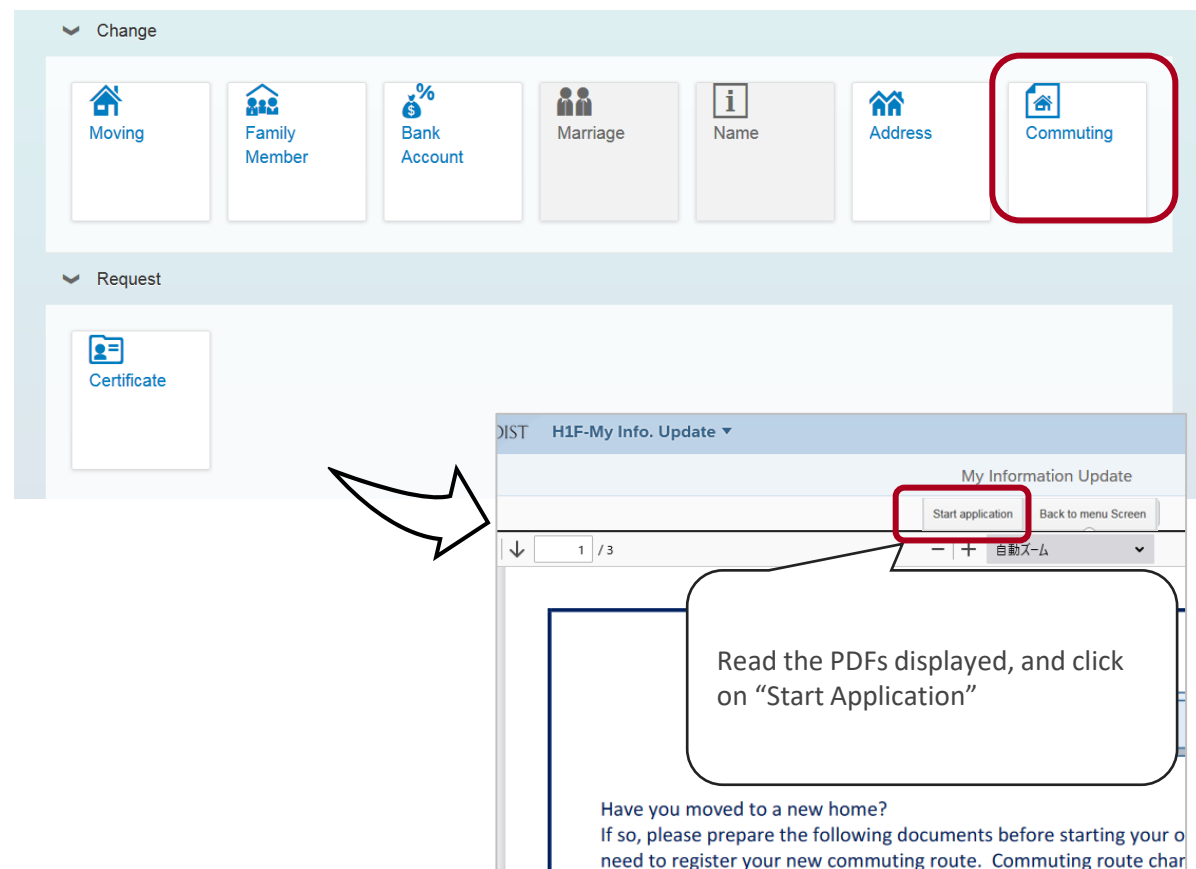
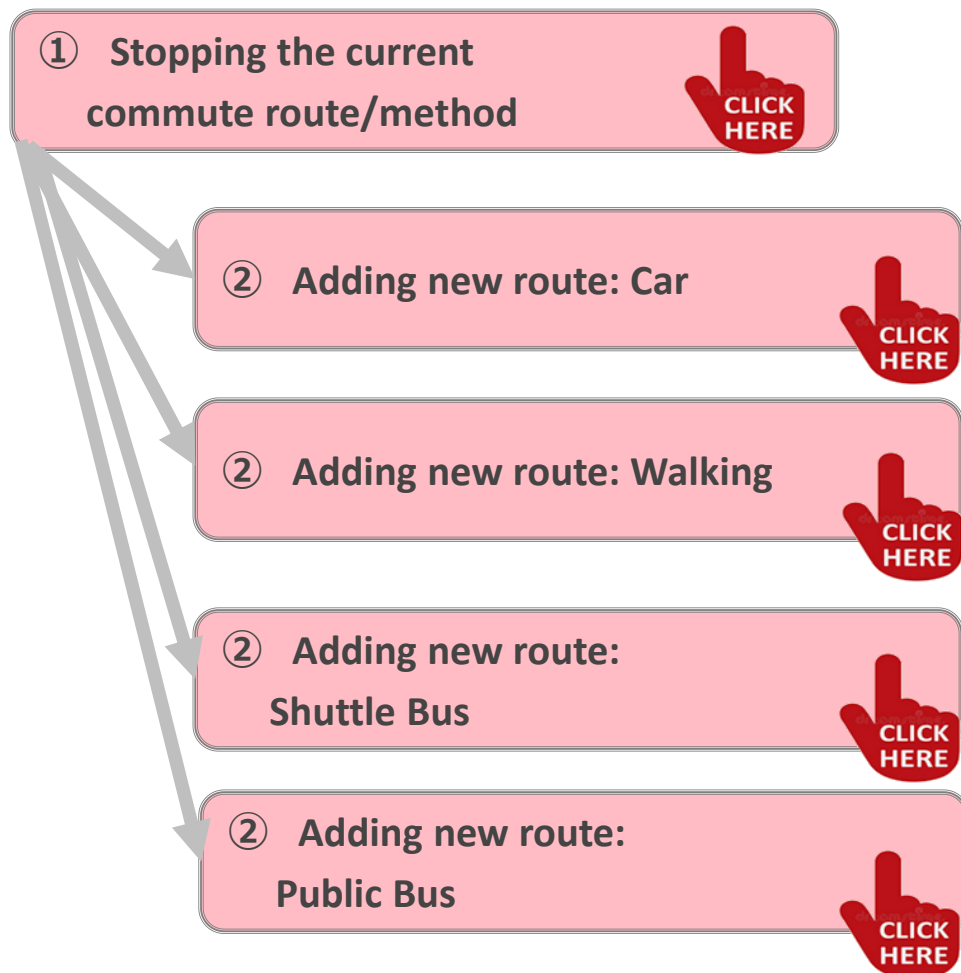
Move to Commuting
Application

CLICK
HERE



【 Commuting Route/Method Change】

FLOW👉 Canceling the current commute route/method and enter a new route





【 Commuting Route/Method Change 】

First step: Canceling Current Commute

TIPS

When the commuting allowance is suspended and then resumed (e.g., the end of business trip), apply for the resumption of the allowance as soon as possible.
(No commuting allowance will be paid without application.)



Canceling Current Commute

Check items on 【
IMPORTANT】

Click "Select" to select current
commuting way

Select "Disuse" for the
current application

Enter the date to stop current commuting
way(Until this date, current commuting
way is valid)

• Please fill in the commuting route.

Application

Start/cancel date

2016/04/01



Destination

Do you use the OIST shuttle bus on the same route?

☐ Yes ☒ No

When using the shuttle bus and a vehicle to commute, we will reduce the commuting a

Cancel Input

• Press 'Add to Commuting Route List' after filling in the items.

Add to Commuting Route List

After entering the cancellation
date, click "Add to Commute Route
List"

Next Step

Add new route:
Car



Add new route:
Walking



Add new route:
Shuttle Bus



Add new route:
Public Bus



Only stopping the
current one





【 Adding new way_Car】

Change to Car

TIPS

If you use your own car (and motorcycle or bicycle) in combination with shuttle bus, commuting allowance will be reduced by 50% of the amount paid.
For cars, motorcycles, and bicycles, distance is measured by HR



Commuting method (select public/ private transportation)

- ☐ Public transportation (shuttle bus, public bus, and train)
- ☒ Private transportation (car, motorcycle, bicycle and walking)

Tick the way of commuting to be newly added

Select	Application	Case type	Start/Cancel date
Select			

Add Commuting Route

Click "Add Commuting Route"

• Please fill in the commuting route.

Application	Register	Start/cancel date	2016/11/17	Reason for Request	Commuting
Transportation	CAR	Departure point	Yafuso, Urasoe	Destination	OIST
Do you use the OIST shuttle bus on the same route?					
<input type="radio"/> Yes <input checked="" type="radio"/> No					
When using the vehicle to commute, please enter the commuting allowance.					
Cancel Input					
• Press 'Add to Commuting Route List' after filling in the items.					
Add to Commuting Route List					

Enter new route start date

Select the method

Enter your home address

Enter the destination (OIST)

Submit



Click "Add to Commuting Rout List"



【 Adding new way_Walking】

TIPS

If you use your own car (and motorcycle or bicycle) in combination with shuttle bus, commuting allowance will be reduced by 50% of the amount paid.
For cars, motorcycles, and bicycles, distance is measured by HR



Change to Walking

Commuting method (select public/ private transportation)

- ☐ Public transportation (shuttle bus, public bus, and train)
- ☒ Private transportation (car, motorcycle, bicycle and walking)

Tick the way of commuting to be newly added

Select	Application	Case type	Start/Cancel date
Select			

Add Commuting Route

Click "Add Commuting Route"

• Please fill in the commuting route.

Application Register Start/Cancel date 2022/08/01 Reason Commuting

Transportation Walk Departure point Destination OIST

Do you use the OIST shuttle bus on the same route?
☐ Yes ☒ No

When using the to commu g allowan

Cancel Input • Press 'Add to Commuting Route List' after filling in the items. Add to Commuting Route List

Enter new route start date

Select the method

Enter your home address

Enter the destination (OIST)

Submit



Click "Add to Commuting Rout List"



【 Adding new way_Shuttle Bus】

Change to Shuttle Bus

TIPS

When applying for a shuttle bus, submit the application form to HR or attach it on this web application form.



Please attach [a shuttle bus application form](#) if you need it stamped with the HR approval.

参照... ファイルが選択されていません。 Upload

◆Changed items are colored

Tick the way of commuting to be newly added

Commuting method (select public/ private transportation)

☒ Change information for public transportation (shuttle bus, public bus, and train)
☐ Change information for private transportation (car, motorcycle, bicycle and walking)

Select	Application	Pass type	Start/cancel date
Select			2016/04/01
Add Commuting Route			

Click "Add Commuting Route"

You can obtain the shuttle bus application form from here

Please fill in the items below, based on the route of the pass applying for.

Application: Register Start/cancel date: 2016/11/17 Reason for Request: Commuting

Pass type: Shuttle bus Select "shuttle bus(OIST)"

Company name: OIST Shuttle bus Enter as "OIST Shuttle bus"

Departure point: Tabata, Uruma city Enter the departure bus stop

Connection point/Destination: OIST Enter the destination (OIST)

Do you... Yes No

When using the shuttle bus and a vehicle to commute, we will reduce the commuting allowance by 50%.

Cancel Input

Press 'Add to Commuting Route List' after filling in the items.

Click "Add to Commuting Route List"

Add to Commuting Route List

Submit

CLICK HERE



【 Adding new way_Public Bus】

Change to Public Bus

Please attach [a shuttle bus application form](#) if you need it stamped with the HR approval seal.

参照... ファイル Upload

Tick the way of commuting to be newly added.

◆Changed items are

Please select type of application (public/private transportation)

☒ Change information for public transportation (shuttle bus, public bus, and train)
☐ Change information for private transportation (car, motorcycle, bicycle and walking)

Commuting route list

Select	Application	Pass type	Start/cancel date	Dep. point	Destination
Select	No change			ation	xxStation

Click "Add Commuting Route"

Add Commuting Route

Select "Pass for bus"

Enter new route start date

Application Register Start/cancel date 2016/11/17 Reason for Request Commuting

Pass type Pass for bus Period 1 months


Company name Okinawa Bus Departure point OkinawaLib Connection point/Destination OIST

Enter the bus type Enter the departure bus stop Enter the destination bus stop

When using the shuttle bus and a vehicle to commute, we will reduce the commuting allowance by 50%.

Cancel Input Add to Commuting Route List Add to Commuting Route List

Click "Add to Commuting Route List"

Submit 



【 Submission】

Apply

Save Draft

Update

No Change

Click "Update" at the top (or bottom) of the screen

Back to the table of contents

CLICK HERE

Update confirmation

Are you sure you want to determine the contents?

Click "Yes"

Yes No

Application confirmation

Are you sure you want to apply this?(Contact to HR/GS Sec.for amendment)

Click "Yes"

Yes No

Check the message to confirm submission

My Information Update on WEB

Application was created successfully

Organization: