

Checklist for the Move in process at Onna Village Office 恩納村役場での手続きチェックリスト（転入手続き）

Notice（注意点）

- Some of the procedure requires an insurance fee
(手続きの中には、発行手数料が必要なものがあります)
- If any of the required documents are missing, process can not be done on the day
(書類不備があった場合、手続きがその日に完了しない場合があります)
- As most of the process takes time, please visit the village office in the morning
(手続きに時間を要するものもありますので、午前中の来庁をお勧めします)

Personal Information（申請者情報）

The person who is visiting the village office (来庁者)

Name

Phone

Family status

- ☐ Sigle (単身)
☐ Couple (夫婦のみ)
☐ Family with children (家族 子供あり)

Affiliation

- ☐ OIST Employee (OIST正規職員) ☐ OIST Student (正規学生)
☐ OIST Research Intern (短期滞在学生) ☐ Others (その他)

Residence History (日本在留履歴)

- ☐ No history of residing in Japan (日本に居住履歴なし)
☐ Have a history of residing in Japan (日本居住履歴あり)
(My Number information required) (マイナンバー情報必要)

Contact point（確認が必要な際の連絡先）

- ☐ Relocation Section (人事赴任チーム) [098-966-1560(代表)]
☐ Grad School (学生支援課) [098-966-2271]
☐ FAO (教員担当学監オフィス) [098-966-1546]
☐ Resource Center (リソースセンター) [098-982-3540]
☐ Other (その他)

Contact Person (担当者)

Resident Registration (住民登録手続き)

Done ☐

Residence Section, Counter ①

Required Documents（必要なもの）

- ☐ White Form (住民異動届)
☐ Pink Form (住民票交付申請書)
☐ Passport(s) (パスポート)
☐ Residence Card(s) (在留カード)
☐ Marriage Certificate and translation (結婚証明書 + 翻訳)
☐ Birth Certificate and translation (出生証明書 + 翻訳)
☐ Other documents (その他の書類)
- } if applicable

Certificate issuance fee (発行料金)

- ☐ Purchase 200 yen ticket from the vending machine (200円チケット購入)
Only if you need a Residence Certificate (証明書発行が必要な場合のみ)

What to obtain (発行またはお渡し頂く必要のあるもの)

- ☐ Carbon copy of the white form (住民異動届けの複写)
☐ Residence Certificate for individual (住民票抄本)
☐ Residence Certificate for whole family (住民票謄本)

National Pension Enrollment (国民年金関連手続き)

Done ☐

Residence Section, Counter ①

Required Documents（必要なもの）

- ☐ Residence Card(s) (在留カード)
☐ National Pension application form (国民年金被保険者関係届)
☐ National Pension procedure sheet (年金相談受付表)
☐ Exemption form (免除申請届)

National Health Insurance (国民保険加入手続き)

Done ☐

Welfare Section, Counter ③

Required Documents（必要なもの）

- ☐ Carbon copy of the white form (住民異動届けの複写)
☐ National health insurance registration form (国民健康保険資格取得届)

What to obtain/receive later (発行頂く必要のあるもの/郵送されるもの)

- ☐ National Health insurance card - at the counter (国民健康保険証)
☐ National Health insurance bills - sent later (健康保険納付書)

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☐ Covid vaccination voucher (コロナワクチン接種券) Done ☐

Welfare Section, Counter ③

Required Documents (必要なもの)

- ☐ Covid vaccination certificates and translation (接種証明書および翻訳)
- ☐ Not been vaccinated at all or not recognized in Japan (未接種/日本未承認)

What you will receive on a later day in the mail (後日郵送されるもの)

- ☐ Covid vaccination voucher (新型コロナワクチン接種券)

☐ Opening a bank account (銀行口座開設) Done ☐

Bank of Okinawa, Onna branch

Required Documents (必要なもの)

- ☐ Offer Letter (オファーレター)
- ☐ Passport (パスポート)
- ☐ Resident Certificate with My Number (マイナンバー入りの住民票)
- ☐ Residence Card (在留カード)

What to obtain or receive later (発行またはお渡し、または郵送頂く必要もの)

- ☐ Bank Book (銀行預金通帳)
- ☐ ATM Card (キャッシュカード)
- ☐ Debit Card (デビットカード) *if you decide to apply

After opening a bank account (銀行口座開設後)

☐ Child allowance/medical (児童手当、医療助成金) Done ☐

Welfare Section, Counter ③ or ④

Required Documents (必要なもの)

- ☐ Residence Card (在留カード)
- ☐ Health Insurance Card(s) (健康保険証)
- ☐ Immunization Record (接種証明書)
- ☐ Bank Book (銀行通帳)

What you will receive later (後日郵送されるもの)

- ☐ Child allowance acceptance letter (児童手当認定通知書)
- ☐ Immunization voucher (予防接種お知らせ書類)
- ☐ Child medical card (恩納村こども医療費助成金受給資格者証)
- ☐ Infant medical examination notice (乳幼児検診のお知らせ書類)

After permanent address is decided (定住先確定後)

☐ School enrollment (学校転入手続き) requires permanent address Done ☐

Board of Education

Required Documents (必要なもの)

- ☐ Carbon copy of the white form (住民異動届けの複写)
- ☐ School transfer application form (転入学申請書)
- ☐ Resident Certificate of whole family (住民票謄本)

Process after the application is submitted (転入学申請書提出後の動き)

1. Interview with the principal will be arranged (学校長との面談の調整)
2. Start date will be decided at the interview session (入学日は面談で決定)

Memo (連絡事項)