



Required documents for enrollment

Please be advised you will need to prepare the documents below for enrollment.

When completed, please upload them [here](#).

●	Every Employee
▲	Only applicable employees

Category	Documents
●	Residence Certificate
●	Salary Deposit Account
●	Individual Number (MyNumber)
●	Three Emergency Contacts
●	Application for (Change in) Exemption for Dependents of Employment Income Earner
▲	Japanese Pension Book or Equivalent
▲	Employment Insurance Identification Number or Equivalent
▲	Housing Contract (All Pages)
▲	Tax withholding slip from previous employer
▲	Notice of Special Residential Tax Collection or Residential Tax Payment Slip
▲	Residence Card Copy
▲	Private School Mutual Aid (PSMA) Number

Other Procedures : Please be sure to check the following procedures.

Category	Web Form, etc		Contact	Due Date
▲	Intellectual Property	Request for exemption: If you have intellectual property created before enrolling at OIST and would like to be exempt from the scope of application of the OIST policy	tls@oist.jp	1 week prior to enrollment
▲	Campus Parking	Commuting by car or motorcycle: Bring the original driver's license and compulsory automobile liability insurance, note down the vehicle number, and register it.	parking@oist.jp	Within three days after enrollment
●	Secom	Registration is required after enrollment.		Within three days after enrollment

Residence Certificate

This information is necessary for address verification, housing allowance, and social insurance procedures.

Must be issued within the last three months and include your Okinawa address, name, gender, and date of birth.

If you are not moving your registered address to Okinawa for various reasons, please contact us in advance.

※ If your individual number (My Number) is listed on our resident registration card, please hide your individual number (My Number) with a sticky note or similar before uploading.

※ If you have not yet decided where to settle in Okinawa, please submit a copy of your current resident registration card.

※ If you have no dependents, please submit a copy of your resident registration certificate

※ If you have dependents: If the head of the household is the student, please provide a copy of your resident registration card (original).



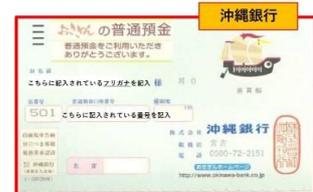

Salary Deposit Account

This information is necessary for payroll transfer.

Document that can verify bank name, account number, and account holder name

Example: Bank passbook (front and back of cover, double-page spread), cash card

- ※ If account name is written in Roman letters, documents confirming the kana spelling are also required.
- ※ For online banking, the account information confirmation page, etc.
- ※ For cash cards with credit card functionality, personal information such as credit card information, the signature field on the back, and security code must be masked.



Documents confirming Individual Number (MyNumber)

Information is necessary for tax and social insurance procedures.

Example: My Number Card, Notification Card, Resident Certificate with My Number printed on it, etc.

※ As this is specific personal information, it cannot be sent by post or email as an attachment, so please bring the original.



Employment Insurance or Equivalent

This information is only required for social insurance procedures if you have previously been enrolled in Japan's employment insurance system.

Ex) Employment Insurance Certificate, Notice of Disqualification, etc.
 If you do not know your employment insurance number, you will need to have it reissued at your nearest Hello Work office or contact your previous employer.

※ Employment insurance is a public insurance system designed to stabilize workers' lives and promote employment.



Copy of Housing Contract

Only for those eligible for housing allowance
 All pages of the lease agreement (signed and stamped) in your name, including the cover page

- ※ The lease contract period is continued after enrollment.
- ※ In the case of automatic renewal, you will need to request a renewal certificate or a certificate of occupancy from your real estate agent.
- ※ Rent payments must be made from an account in your name.
- ※ Please note that the rental agreement is not an explanation of important matters.



Tax withholding slip from previous employer

Information is necessary for end of year tax adjustments.

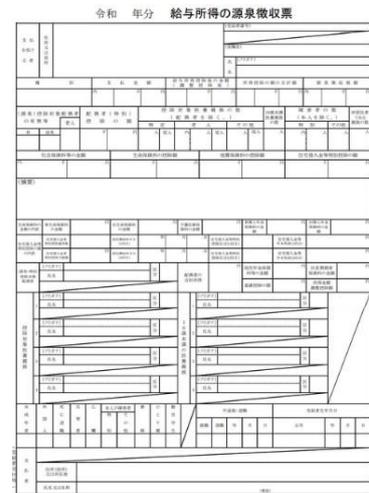
Only those who have had a salary in Japan this year (January 1st to the enrollment date) (including part-time work)

It will be issued after your final salary has been paid by your previous employer.

Once you receive your withholding tax certificate, please submit it as soon as possible.

※Even if you file a tax return, you will need a withholding slip for year-end adjustments. However, this does not apply to those whose salary or other amount exceeds 20 million yen.

※Contract work, gratuities payment, etc. are not salary income, so you do not need to submit a withholding slip.

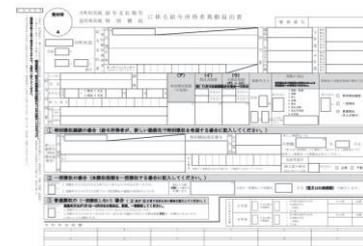


Notice of Special Residential Tax Collection or Residential Tax Payment Slip

Only for those who wish to continue or switch to the special collection of residential tax.

If you wish to continue special collection, you must request your previous employer to issue a change of address form (異動届出書).

When switching from the ordinary collection, a payment form with a future due date must be submitted.



Residence Card Copy

For non-Japanese nationals

Copy of front and back of residence card.

A copy of the 12-digit (2 alphabetic, eight numeric and two alphabetic) is clearly shown in the top right-hand corner of the residence card (front).



Private School Mutual Aid (PSMA) Number

Only if you have joined the Private School Mutual Aid Association
 When applying for Private School Mutual Aid Insurance, you will need to submit a document confirming your enrollment in the Private School Mutual Aid Insurance.

Ex) A copy of your pension benefit enrollment record card and enrollment card



Please refer to the map for directions to the parking lot and the Human Resources Office.

