

## CAREERS AFTER JET

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# Life After JET

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Cover artwork by Stuart Marshall, IAD CIR.

This handbook edited and compiled by Sissie Chang, ALT PA.

## STARTING YOUR JOB SEARCH & WHERE TO LOOK

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A handy resource for jobseekers who do and don't have a definite career goal alike, this book has some pretty good information for getting started on finding a job after JET:

*What Color is Your Parachute? 2005: A Practical Manual for Job-Hunters and Career-Changers*  
(by Richard Nelson Bolles, Mark Emery Bolles; ISBN: 1580086152)

### A few important things to keep in mind

- There are always jobs waiting to be filled. Even when the job market is in a slump, there are still companies looking for employees.
- Don't settle. Go after jobs that really interest you and not the ones that seem most available or are currently in high demand. Decide exactly what you have to offer and exactly where you want to be whether or not there are vacancies at ○○○ Company.
- Action brings results. You have to work at finding a job. You have many fantastic skills, but finishing the JET Programme won't necessarily guarantee you a job. Be active, not passive.
- Change your search method if things aren't working for you. If you find yourself not having much luck, even after numerous attempts, don't just do more of what you're currently doing, try something else.
- Talk to successful job hunters and find out how they found and landed their jobs
- Don't rule out internships, temporary positions, entry-level or part-time jobs—it's very possible that if you do your job well, you can be promoted to a permanent employee (full-time position).
- Saying 'thank you' through follow-up letters can really make a difference.

### Where to look

#### Press

Newspapers, radio, magazines. Trade magazines can be especially helpful for some fields. Consider browsing the periodical section of your local public library to save yourself from buying loads of magazines.

#### Internet

Check the very last section of this handbook for listings of helpful resources to get you started.

## **Recruiting firms (“Head hunters”)**

These agencies are paid a fee for finding you a job, so they have vested interest in finding you employment. However, it’s very important for you to know what it is you’re looking for. Head hunters are paid to place you in a job—any job. They aren’t paid to place you in a position that fits what you want or excel in. Good head hunters and placement agencies should interview you to discover your interests, skills, expected salary range, and availability. If they don’t ask, be sure to tell them other important things you need from a work environment. Don’t be afraid to ask them questions about their placement statistics and how long they anticipate it taking to find you work.

## **Career centers**

Go back to your old university. Use the resources there that are available to alumni.

## **Personal networks**

By far the most effective of all.

- Talk to people in the fields you are interested in and let them know you’re looking for employment.
- Set up informal interviews where you can ask people who hold jobs of interest to you questions about what exactly they do. Explain your interests and skills to them and ask what kind of jobs in the industry match your qualities. Be sure to thank them and tactfully add, “I know you aren’t looking for employees now, but can I leave my CV/resume with you?”
- Become a member of relevant groups. If you’re interested in business, join your local chamber of commerce. Print up some personal business cards so you can stay connected with those you meet.
- Keep in touch with your Miyagi JET alumni.
- Sign up with JETAA (JET Alumni Association).

## SELLING YOUR JET EXPERIENCE

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Whatever you do, be positive about your JET experience when talking to prospective employers. You may be fed up with Japan now, or you may never want to leave, but being clear, concise, and positive about JET will give your audience a positive impression of you. Presenting your JET experience in a constructive, yet concise way is also key in giving a good impression of the skills you have gained.

Your JET experience and your Japanese language ability are additional, non-core attributes when it comes to choosing a career (unless that career is interpreting, of course). Following from that, the important skills to have (and the kind you gain on JET -- conveniently) are transferable skills.

Transferable skills include the following:

- Computer skills
- Adaptability
- Durability
- Patience
- Organizational skills
- Public speaking skills
- Teaching ability (the ability to find, use, and transfer knowledge)

The JET experience can certainly raise your odds of landing a job. This works well for Japanese-related companies, especially, who tend to look closely at candidates who understand Japanese culture or who have spent a prolonged period in Japan (other candidates may not necessarily have the international work experience that you have had).

## Samples of the JET Programme experience listed on resumes

### ALT

- Designed and implemented a high school English Oral Communication curriculum for over two hundred students
- Regularly assessed students' oral and written skills via interviews and creative writing exercises
- Directed and coached students for a prefecture-wide English-language skit contest
- Organized and led an English summer camp for junior high and high school students
- Selected to speak at a teacher-training seminar for Japanese Teachers of English
- Selected to present "Effective Use of the Textbook" workshop at the 2004-2005 JTE/ALT Miyagi Mid-Year Conference
- Introduced the Japanese education system to a group of visiting European teachers
- Created an original English textbook for use by 1<sup>st</sup>- through 3<sup>rd</sup>-grade elementary school students
- Planned, created, and implemented English classes in thirteen elementary schools
- Coached students and English-teaching staff on public speaking skills
- Promoted international exchange through letter exchanges and student exchanges abroad
- Team-taught English Oral Communication classes in three high schools with Japanese teachers of English
- Conducted weekly evening English conversation classes for local citizens
- Assisted with activities pertaining to the sister-city relationship between ○○○ Town and○○○ State

### CIR

- Coordinated and executed events promoting mutual understanding of foreign cultures
- Planned town two-week mutual student exchange program with families in Thailand
- Organized International Relations Clubs and cultural exchange classes for children and adults
- Presented speeches in Japanese and English for audiences of up to one thousand people
- Selected to present workshop on "Successful International Event Planning" at the 2005 National CIR Mid-Year Conference
- Composed monthly articles in Japanese for town newsletter
- Translated and interpreted Japanese-English and English-Japanese for visiting foreign officials
- Corresponded with U.S. State Senator to facilitate student/teacher exchange
- Interacted frequently with other governmental departments and educational offices
- Proposed budgets for international relations activities
- Created and maintained the first bilingual ○○○ City website
- Planned and presented workshops on at national CIR conferences

There is no universally accepted format for this vital job hunting document. The most important attribute of a successful CV/resume is that it clearly explains to the reader what it is that you can do for them. The purpose of this document isn't to get you a job—it's to get you an interview (and then, to remind the interviewer about you after your interview).

### What to include

Before you start writing your CV/resume, gather all the information you might need. Although you probably won't need to include everything listed below, this information will come in handy when preparing for an interview.

#### **Personal details**

Full name, address, current email address, home telephone number/cell phone number, nationality (if applying for jobs abroad)

Note: Date of birth, whether you have a full driving license (a good driving record), and marital status do not commonly appear on North American resumes, but are acceptable on other countries' CVs.

#### **Education and qualifications**

List your qualifications and education history with the highest degree first and then work downwards.

#### **Professional qualifications**

These are any certifications that you've earned (i.e. JLPT, MCSE certification, etc.).

#### **Training courses**

Include any relevant training course/s that you have undertaken through work or during your own time. If these included a qualification then list it. Only include courses which are relevant and of interest to the position.

#### **Work experience**

This should include all full-time and relevant part-time work experience. Most employers will be interested in your most recent jobs, so concentrate on your last 2 positions. Start with your most recent position and work backwards (in the case of reverse chronological CVs/resumes). List your job title, when you began and finished the job, the name of the company and possibly a brief description. Then list your main responsibilities, achievements, duties and skills that are

relevant to the new position. Be specific and positive in your descriptions. Include information about the level of responsibility, and any achievements that are relevant: increased sales, met deadlines, designed English course curriculum. It is important to make these specific rather than general: Increased sales by £50,000, for example.

**Major achievements**

List three to five of your most important achievements and state how you achieved them. This is very important as it is your chance to sell yourself to the reader, giving them a reason to invite you to an interview.

**Other experience**

Foreign language skills, including your level of fluency and whether the skills are written, spoken, business or technical should be stated, if relevant to the job you're going for. List your computer skills briefly (type of equipment, software and operating systems).

**References**

References usually aren't included on a CV/resume, but now would be a good time to think about them.

**Profile**

List your major skills, strengths, personal qualities and achievements. Be specific and honest. Elements of this can be incorporated into the covering letter.

## **Common mistakes**

× **Not tailoring to the job in question**

Sending out one general, non-job specific CV/resume to every position is not recommended.

× **Hard to read**

Readability is one of the most important aspects of a successful CV/resume. Use clear headings. Your CV/resume should be easy for the employer to read and professional-looking. Use a modern word processing program (i.e. Microsoft Word) and print your document on good paper stock (paper comes in various weights—choose one that is heavier than regular photocopy paper) using a high quality laser printer.

Note: 1-inch margins are standard in North America. Use a clear, easy-to-read 10-12 pt. font like Times New Roman or Trebuchet MS (please stick to 1 font per CV/resume).

× **Not thoroughly checking for errors**

CVs/resumes should always be checked and double-checked for grammatical and spelling mistakes - this is one of the most frequent reasons for rejection. Ask someone else to check for you, not once, but multiple times!

× **Too flashy**

In general, photos are not required unless the employer has requested. Title pages, fancy borders, binders, and folders are also unnecessary.

× **Too long**

Since most employers spend less than 1 minute reading through applicants' submissions, CVs and resumes should be only 1, or a maximum of 2 pages long, with the most relevant information towards the top of the first page. Short and sweet is best. If you feel you absolutely must use 2 pages, put your work experience at the top of the CV/resume, under your name and address, rather than personal or education details.

Note: For North America, 1-page resumes are the standard.

You most likely will have to trim your first draft to make it fit within one page. This editing process is really worthwhile because it will make you re-evaluate what is particularly relevant for the job you are applying for.

## **Reverse chronological performance CV/resume**

These are some suggested sections for CVs/resumes that list your work history from the most recent to oldest. Please tailor to fit your individual job hunting needs.

○ **Profile**

List your relevant experience, skills and abilities in four to six lines of text to introduce yourself.

○ **Objective** (for American resumes only)

Clear, concise statement that not only tells the employer what kind of position you're looking for, but especially tells them what you can contribute to their company (i.e. "Translation position where over 3 years of experience in Japan will add value to operations.")

○ **Achievements**

List three to five suitable achievements in point-form for added emphasis. Start with the most important and work down.

- **Experience**

Start with your most recent job and work backwards chronologically. Include the year you started and finished each position. Describe your experience starting with the most important. Stress your achievements and responsibilities without boring the reader by constant repetition. Use action verbs (see 'List of ACTION WORDS to Start One-Liners' on the next page).

- **Training**

Only include the most important courses. You may want to list your training under Education if you are short of space.

- **Education and qualifications**

Only list your most important qualifications.

- **Personal details (for non-North American CVs only)**

Include your date of birth, and a full clean driving license if you have one. Marital status is optional.

## **Using email**

Email is one of the most common ways of submitting a CV/resume to prospective employers. Always make sure you have the email address for the correct person so your email is not left abandoned in someone else's inbox. Most CVs/resumes are sent as an email attachment, either in Microsoft Word or Adobe Acrobat (PDF) format. It isn't a bad idea to ask what format the company would like to receive it in. You can always call to confirm they have received it, which also shows you are interested.

Interviews are sometimes a matter of chemistry and luck but, on the whole, successful applicants are well-prepared and enthusiastic.

### How to play down your weaknesses

Every person has an area of weakness. The secret is not to deny the weakness but to recognize it and attempt to improve.

- This is not a time to be flippant about a problem. Instead, you should try to make the weakness look like a strength in disguise. For example, if asked to describe a weakness you could say; "perhaps I am a bit too focused and serious and need to relax a little more".

### Body language

Interviewers learn a great deal about you before you even open your mouth. The unspoken signs are as important as your well prepared answers. Beware of:

- Poor personal appearance - crumpled clothes, unpolished shoes give them the idea that you don't really care (even if you really do!)
- Garish colors and over-the-top fashions show that you are believe in doing your own thing irrespective of convention (and potential company rules)
- Not making eye contact—ideally, you should look at all of the members of the interview panel, not just the speaker

### Controlling the interview

If you have prepared well and researched the company, it's a good idea to at least have two carefully prepared questions that you want to ask the interviewer.

- Let the interviewer speak for half the time and you speak for the other half. Try not to talk about yourself too much. Keep your statements informative but to the point.

### How to survive interview questions

Come prepared. There are standard questions, which you know you will be asked and can, therefore, prepare well in advance. For example:

- Tell me about yourself.

- What are your strengths and weaknesses?
- Why do you want to work for this company?
- Why do you want this job?
- Why would you be good at this job?

The best way to prepare for interview questions is to know what they are in advance. Check the internet for more example interview questions and practice with a friend who has had prior interview experience.

## **First impressions**

These are very important both for the interviewer and the interviewee, that is why you must be punctual for an interview and give yourself a few minutes to relax before being called. A disheveled, out of breath interviewee is hardly at their best!

- The benefits of a smile cannot be over emphasized, also a firm handshake. These show an open mind and sincerity.

## REFERENCE LETTERS

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[from the 2005 Essential Information for Non-Renewing JETs handbook]

Your next employer will probably request a reference letter from you. Since you've spent at least a year here, it would be in your best interest to have a letter explaining your work in Japan and just how well you did it. Here are some points to take into consideration when seeking such a letter:

### **Ask the right person**

In Japan, the title of the person who writes the letter is usually more important than the relationship they held with you. If your office wants to have your director or principal write the letter and they don't know much about you, then explain that it will be better for you if you have a letter drafted by someone who knows you well and can say meaningful things about your work, and then have the director or principal put their name to it.

### **Explain the focus of the letter**

Are you applying to graduate school? What program? What kind of a job are you looking for? Are you continuing with your English teaching? It's important to give whoever is writing your letter as much information as possible on the focus.

### **Provide an example letter**

Provide the person writing your letter with the format used to write such letters in your country. He or she may not be aware of the structure and content that such letters usually follow.

### **Explain what you want**

Japanese do not usually "brag" about merits and accomplishments like we do in Western countries. You may want to point out that the letter should boast the skills, talents and characteristics that make you valuable. If possible, provide them with a sample reference letter so they will have a model to follow, or write your letter yourself and just get them to sign it.

### **Offer your assistance**

Maybe they'd like you to check the spelling or grammar. Try to make their task as easy as possible and it will be better for you in the long run.

## **Provide your selling points**

In addition, provide him or her with the following information. It will help them to write a more concrete profile and provide backup examples for the qualities they list for you.

- Day-to-day school and office duties
- Extra-curricular activities
- Study groups/adult English classes
- Articles you've written for local papers
- Articles about you in local papers
- Public speaking events
- Participation in festivals and events
- Elementary school visits
- Proofreading or translating
- Projects you've helped with or executed
- Your Japanese skills (proficiency exams)
- Participation in JET conferences as a speaker/moderator
- Your relationships with your co-workers or students

## GRAD SCHOOL APPLICATION CHECKLIST

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The graduate school application process can be quite overwhelming. The best approach is to take the process step-by-step and to stay organized. Check with each school to determine what components they require. The most commonly requested materials are:

- Statement of purpose
- Letters of recommendation
- Standardized tests
- Transcripts
- Applications for admission
- CV/Resume
- Other specific department and school required information

## GRAD SCHOOL APPLICATION TIMELINE

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This general timeline is meant as a guide for Fall admission. It is not all-inclusive and not every step needs to be followed in this order. Since admission deadlines differ from school to school, program to program, be sure to check with the school you would like to apply beforehand. In general, it's a good idea to begin applying 1 year before you plan to enter school.

### Summer

- Start browsing through graduate program guides and catalogs
- Write a first draft of your statement of purpose
- Request for applications from the schools you're considering (some schools no longer offer paper application forms—they are distributed strictly online)
- Sign up for and begin reviewing for the standardized test(s) you will be taking
- Estimate expenses
- Make photocopies of the paper applications and begin to fill them out.

### September

- Finalize the list of programs you will apply for and make note of all your application due dates. Create a deadline for yourself to mail each of your completed applications.
- Put together a packet of information to give to your letters of recommendation writers. This may include a copy of your unofficial transcript, a very rough draft of your statement of purpose (to give your recommenders a better idea of what you're interested in studying and why), a list of schools to which you are applying.
- Prepare your resume

### October

- Take any standardized test(s) required for your program if you haven't already.
- Write your statement of purpose
- Request OFFICIAL transcripts

### November-December

- Finalize all application packets.

- Contact your recommenders and kindly remind them of the deadlines for your application (if they have not already completed and mailed them). Make sure to send them a thank you letter after they mail your recommendations.
- Mail your application packets  
Note: It's worth spending the extra money on return receipt so you know the school received your application.
- Follow-up and make sure that each school has received your application packet and that it is complete. Do this at least 1 ½ weeks prior to the application deadline, in the event you have to resend something that didn't make it to the school.

### **January/February/March**

- Prepare for any interviews you may have.

### **April/May**

- Try to visit the schools to which you have been accepted before committing to a program.
- Figure out your financial situation. This will help you decide where to go to school.
- Accept and decline offers in writing and/or by phone as soon as you have made a decision. You don't want to lose your spot because you didn't accept and you don't want to hold a spot from somebody else if you have no intention of going to school there.
- Write a note to the kind folks who wrote your letters of recommendation to tell them where you will be next year!

## STANDARDIZED TESTS IN JAPAN

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Depending upon the course of study you've chosen, you may need to take one or more of the following tests (applies to those applying to American universities). These include:

### **GRE** (Graduate Record Examination)

General test and subject specific tests including Biochemistry, Cell and Molecular Biology, Biology, Chemistry, Computer Science, Literature in English, Mathematics, Physics, and Psychology.

Test sites: Tokyo, Yokohama, and Osaka  
Offered: Year-round  
Websites: [http://etsis4.ets.org/tcenter/cbt\\_fr.cfm](http://etsis4.ets.org/tcenter/cbt_fr.cfm)  
<http://www.gre.org/>

### **GMAT** (Graduate Management Admission Test)

Required for business school applications. Test that helps business schools assess the qualifications of applicants for advanced study in business and management.

Test sites: Tokyo, Yokohama, and Osaka  
Offered: Year-round  
Website: <http://www.mba.com/mba/TaketheGMAT/Tools/InternationalTestCenterLocationsList.htm>

### **LSAT** (Law School Admission Test)

Required for all American Bar Association-approved law school applications. It provides a standard measure of acquired reading and verbal reasoning skills that law schools can use as one of several factors in assessing applicants.

Test site: Tokyo  
Offered: June, October, December, February  
Website: <http://www.lsat.org/>

### **MCAT** (Medical College Admission Test)

Required by most US medical schools. It is a multiple-choice examination designed to assess problem solving, critical thinking, and writing skills in addition to the examinee's knowledge of science concepts and principles prerequisite to the study of medicine.

Test site: Tokyo  
Offered: April, August  
Websites: <http://www.aamc.org/students/mcat/international.htm>  
<http://www.aamc.org/students/mcat/start.htm>

Those who wish to further their education at university in Japan need to take the Examination for Japanese University Admission for International Students (EJU). This test takes the place of both the Japanese Language Proficiency Test (JLPT) and the General Examination for Foreign Students (no longer administered as of December 2001). The EJU is used to evaluate whether international students who wish to study at the undergraduate/graduate level at universities (or other such higher educational institutions) in Japan possess the Japanese language skills and the basic academic abilities needed to study at those institutions.

The EJU is administered twice a year (June and November) in Japan and other countries. There are 4 different subject tests:

- **Japanese as a Foreign Language**

This test serves as a measurement of the Japanese language skills (academic Japanese) required for studying at Japanese universities. It consists of writing, reading comprehension, listening comprehension, and listening and reading comprehension (similar to the Japanese in the JLPT 1-kyu).

- **Science**

This test measures the basic academic skills in science necessary for studying in the science department of a Japanese university. Examinees select two subjects from physics, chemistry, and biology depending on the requirements of the university they wish to enter and the course of study they wish to pursue.

- **Japan and the World**

This test measures the basic academic skills in liberal arts necessary for studying at Japanese universities, particularly thinking and logical abilities.

- **Mathematics**

The EJU is available in Japanese or English, except for the Japanese as a Foreign Language test, which is in Japanese only. Applicants will need to indicate their preference in the application depending on the requirements of the university they wish to enter and the course of study they wish to pursue. All questions use a multiple-choice format, except for the writing section of the Japanese as a Foreign Language test.

For more details about the EJU, please visit the Japan Student Services Organization website:

[http://www.jasso.go.jp/index\\_e.html](http://www.jasso.go.jp/index_e.html)

\*\*Please check with each university for their specific program requirements.

[from the 2005 Essential Information for Non-Renewing JETs handbook]

### When does your visa expire?

Check the date that your visa expires. Do this by looking at the “period of stay” on your alien registration card (may be an amendment on the back).

Note: It’s also a good idea to check how long your passport is valid for and when will it expire.

#### Staying longer in Japan: JET visa not due to expire

If your visa is not due to expire when you finish JET (i.e. you have a 3-year visa but only did 1 or 2 years of JET), then you can stay for up to 90 days for the purpose of sightseeing after your contract finishes without changing your visa (i.e., you are not allowed to work).

Note: If you stay in Japan for more than 1 month after your JET contract ends, your contracting organization does not have to pay for your return flight. Also, if you stay beyond the 90-day “sightseeing” period, even though your JET visa stamp says that it will cover you for longer, it does not actually do so. Your visa is only valid if you are still working in a job that is covered under that specific visa.

#### Staying longer in Japan: JET visa DUE to expire (All 3<sup>rd</sup>-year JETs)

If your current visa is set to expire but you want to stay in Japan a bit longer, and your contracting organization approves, then you can apply for a **Temporary Visitor Visa**. This will usually cover further stay for a 90-day period. You need to apply for this visa before your current visa expires (about 2 days to 1 week prior). If you try to leave the country after your visa has expired and don’t have a replacement visa, you will be classed as an illegal alien and probably be detained/interrogated at the airport—which will then mean you have to pay for your own flight home when you are deported (and you will not be allowed to come back to Japan!).

Note: If you stay for more than 1 month after your JET contract ends, your contracting organization does not have to pay for your return flight.

If you just need a few extra days then you can apply for an **Extension Visa** (出国準備 *Shukkoku Junbi*), which will cover you for 15 days. Applying for this visa is a bit more complicated and you must

provide a very good reason (e.g., need more time to pack, taking an exam, your office has asked you to stay longer to train your successor, etc).

## Temporary Visitor Visa 短期滞在

The Temporary Visitor Visa (短期滞在 *Tanki Taizai*) allows you to stay in Japan for up to 90 days after your current JET visa expires. It costs ¥4000 and can be obtained at the Sendai Immigration Office. If you are applying for one, only do it a few days (up to 1 week) before your JET work visa expires, otherwise you will be working illegally. Usually, this visa can be granted on the day that you apply... Usually.

## Extension Visa 出国準備

This visa (出国準備 *Shukkoku Junbi*) will cover you for 15 days. It is a little more difficult to obtain this visa as opposed to a Temporary Visitor Visa. You must provide a very good reason for needing this visa when you apply (e.g. you need more time to pack, you're taking a cultural exam, your office has asked you to stay longer to train your successor, etc.). If you are applying for one, only do it a few days before your JET visa expires as it will negate your current one. Please check in advance with the Immigration Office to see how long the process will take for your particular situation. This visa can also be obtained at the Sendai Immigration Office for ¥4000.

## Studying in Japan

You will need to change your status of residence and the immigration office will require some kind of certification from the school you will be studying. For further information, please contact the immigration office.

## Working in Japan

You must get documents from your new employer before your current period of stay expires. Your current working visa is only for the JET Programme. Please be aware that you *will not receive flight money home from your base school or BOE if you start another job within 1 month of completing your JET contract*. Please consult the 'Working in Japan after JET' section for more details.

## Remaining in Japan

If you have a three-year visa, you will be able to stay in Japan after your contract has ended but you should change your status of residence to match your current activities. Please remember that you must cancel this visa upon leaving the country or *you will not be eligible for your pension refund*.

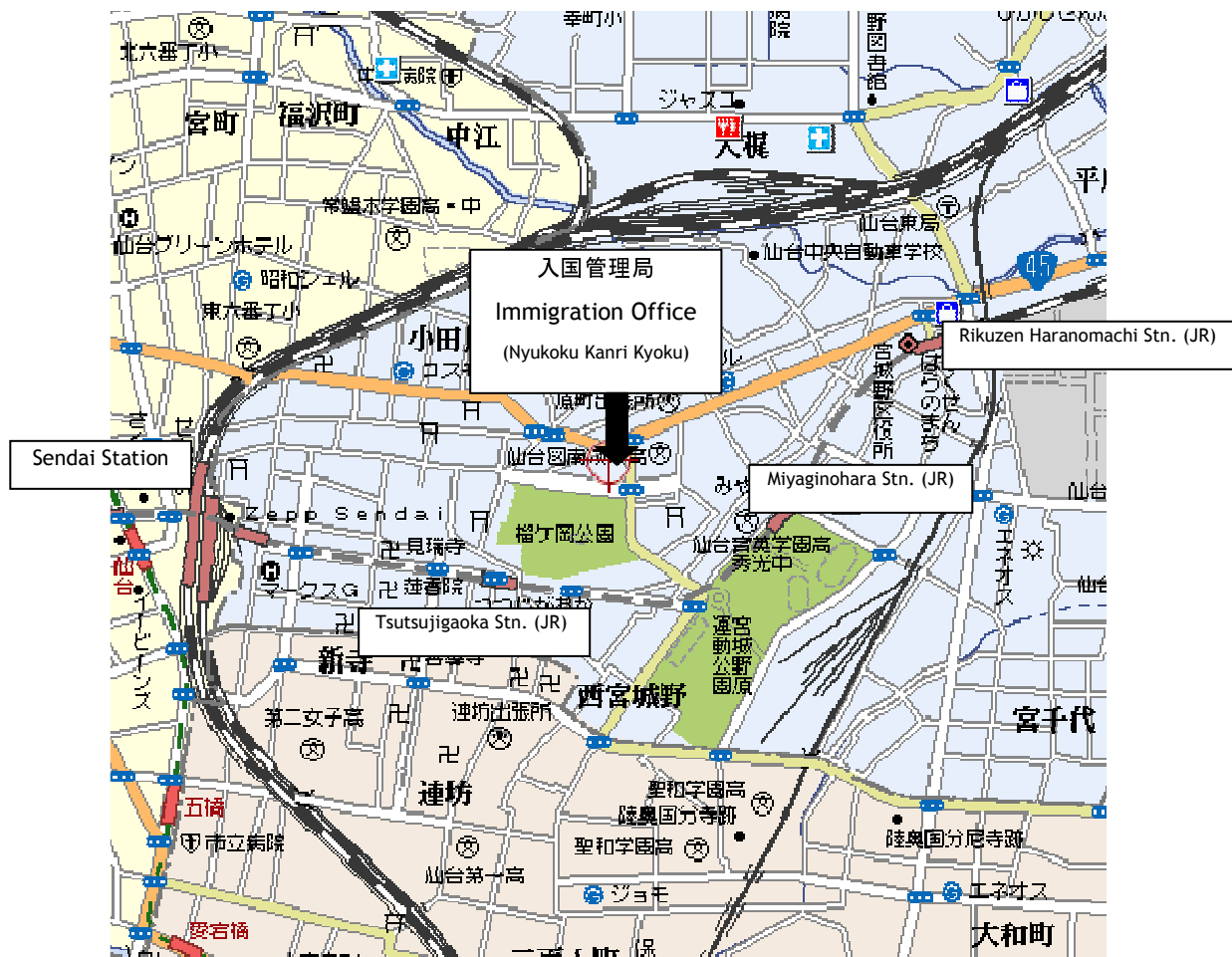
### SENDAI IMMIGRATION OFFICE

Address: 1-3-20 Gorin, Miyagino-ku, Sendai-shi, MIYAGI 〒983-0842

☎ (022) 256-6076 (Weekdays 9:00 - 12:00, 13:00 - 16:00)


Homepage (English): <http://www.moj.go.jp/ENGLISH/IB/ib-04.html>

## Getting to the Sendai Immigration Office (入国管理局)



**Note:** At the location there will be two buildings on the street corner. One is larger and has a guard on duty in front. The smaller building is opposite the guard and adjacent to Route 45. This smaller building is the Immigration Center.



 = Post Office -- Buy your ¥4000 revenue stamps here (収入印紙), not at the Immigration

### **Work visas** (please also refer to the 'Visa information' section)

If you choose to return to Japan after your JET Programme contract ends (using a Temporary Visitor Visa), in hopes of job hunting, be sure to have a return ticket (to your home country) to show at Immigration and an 'appropriate' reason for your visit. Under a Temporary Visitor Visa you are not, technically, supposed to be looking for a job. It is possible to change your status of residence from Temporary Visitor to one of the work categories, but the process can be quite complicated, and, even if it succeeds, quite time consuming (i.e. the standard time it takes to change from Temporary Visitor status to Instructor status is 2 months). You will then need a sponsor, usually your employer.

Although it is not very common practice, if you're prepared to go through the paperwork and have the necessary income, it is sometimes possible to sponsor yourself. If you're interested in more information about Japanese working visas, please refer to the Ministry of Foreign Affairs official website: [http://www.mofa.go.jp/j\\_info/visit/visa/](http://www.mofa.go.jp/j_info/visit/visa/)

### **Japanese CVs/Resumes 履歴書**

When applying to a Japanese company, it's possible they may ask you to submit a CV/resume in English, but, more often than not, you will have to turn in a Japanese-style one (履歴書 *Rirekisho*). You can purchase these forms in most stationary stores. Please refer to the example *rirekisho* on the next few pages.

### **Job search agencies in Sendai**

#### **Hello Work**

Hello Work is an excellent place to start looking for employment in Miyagi. They are a national chain of employment centers and have many job options. You can make appointments to meet with job counselors who will help you in your search. You can fill out some surveys and forms and the staff will use those to help you search for appropriate jobs. You can also look for work by yourself. Once you register with them you can access their website and look for work online.

HELLO WORK SENDAI  
Sendai MT Bldg., 3F-4F  
4-2-3 Miyagino-ku

Mondays - Fridays 8:30 to 17:00  
Offers job consultation for foreign residents.  
Foreign Residents Employment Service Corner

Tsutsujigaoka  
Sendai-shi  
TEL (022) 299-8811

Websites:  
[http://www.tfemploy.go.jp/en/coun/cont\\_2.html](http://www.tfemploy.go.jp/en/coun/cont_2.html)  
<http://www.hellowork.go.jp/> (Japanese only)

HELLO WORK INFORMATION PLAZA SENDAI  
Ortus Sendai Bldg 4F  
2-11-1,Chuo,Aoba-ward  
TEL (022) 266-8609

Job information and introduction  
Mondays - Fridays 8:30 to 17:00, Sat. 10:00 to 16:00

## **Pasona Sendai**

Pasona is a global headhunting company with branches in Japan. The Sendai office is located in the AER building. To register you have to call first to make an appointment. You must also take some clerical skills tests (testing your Word, Excel, basic math, and computer skills). These tests can be done at the AER Pasona office, or from your own home by internet. Once the tests are taken and you've discussed what kind of job conditions you want (i.e. no weekend work), Pasona will find jobs appropriate to your abilities. As a headhunting agency, Pasona takes a percentage of your hourly wage, however, they are one of the more fair agencies in Sendai. The jobs will all require a high level of Japanese ability.

PASONA SENDAI  
AER Bldg., 17F  
1-3-1 Chuo Aoba-ku  
Sendai-shi  
TEL. (022) 267-4221

Please call beforehand to make an appointment.

Websites:  
<http://www.pasona.co.jp/english/>  
<http://www.pasonet.ne.jp/regist/network/sendai.html>  
(Japanese only)

Finding and setting up an apartment in Japan can be a bit different than doing the same in your home country. Here are some things to keep in mind when looking for your dream Japanese mansion:

### Real estate agents 不動産屋

Apartments in Japan are usually rented through real estate agents (不動産屋 *Fudousanya*) rather than landlords. In large cities, it's very rare for a tenant to have any dealings with their landlord directly. Most issues you have must be brought up with the realtor you used when renting your apartment.

### Guarantor 保証人

When renting an apartment, you most likely will need to provide the realtor with information about your financial background and to have a guarantor (保証人 *Hoshounin*) co-sign the rental contract (as another security measure). Your guarantor usually must be a Japanese national with stable financial background.

### Reservation fee 手付け金

This fee (手付け金 *Tetsukekin*) is paid when you apply for an apartment, and before the actual rental contract is signed. It serves as a guarantee for you that the apartment is not given to somebody else, and for the agent that you do not change your mind. It is refunded after the actual contract is signed and is usually equivalent to about one month's rent.

### Damage deposit 敷金

The damage deposit (敷金 *Shikikin*) is used to cover eventual future damage to the apartment. The deposit minus the cost for repairs is refunded when you move out. The deposit is usually equivalent to several months' rent.

### Key money 礼金

礼金 *Reikin* is a non-refundable payment to the landlord in the amount of up to several months' rent.

### Service fee 仲介手数料

This is a non-refundable payment (仲介手数料 *Chuukai Tesuuryou*) to the real estate agent. The amount varies, but is usually about 1 month's rent.

## Insurance 火災保険

It's mandatory for you to buy insurance against fire 火災保険 *Kasaihoken* (usually bought in 2-year increments), but insurance against earthquakes and other natural disasters is also highly recommended.

## Where to look

There are countless real estate agencies in Japan. One of the best ways of finding a realtor is by going to the neighborhood that you'd like to rent in and drop into one of the agencies there. They'll probably have the best idea and selection of what's available in that area.

Another option is to go to any bookstore or convenience store and pick up a leasing magazine (lists apartments that are available by area). They usually have the word 賃貸 (*Chintai*) on them.

## On the Internet

- Information for Foreign Residents of Sendai  
[http://www.sira.or.jp/english/foreigner/lifein/dailylife/daily\\_01.html](http://www.sira.or.jp/english/foreigner/lifein/dailylife/daily_01.html)
- Sendai Real Estate  
<http://sendai.bz/index-E.htm>
- Chintai Magazine (Japanese only)  
<http://www.chintai.net/>