

# Shinjuku Foreigners' Employment Assistance and Guidance Center

This is a government agency to assist foreigners to find jobs. We provide job information and counseling to assist your placement as well as information related to visa status.  
English and Chinese interpreters are available upon request.

**Register First!**



## Registration

**This office is for foreigners with residential statuses (visa) as below**

- Foreigners with no working limits such as Permanent Resident, Long Term Resident, Spouse or Child of Japanese National, Spouse or Child of Permanent Resident.
- Students looking for part-time jobs, Dependents (with work permit).
- Designated Activities visa holders (Working Holiday, etc.).

## Interpreter Service

- Interpreter is available  
Between 9am and 5pm  
(English / Chinese)

## What to bring (original only)

- Residence Card
- Passport (Designation paper if granted)
- Student ID card (For students)



## Shinjuku Foreigners' Employment Assistance and Guidance Center

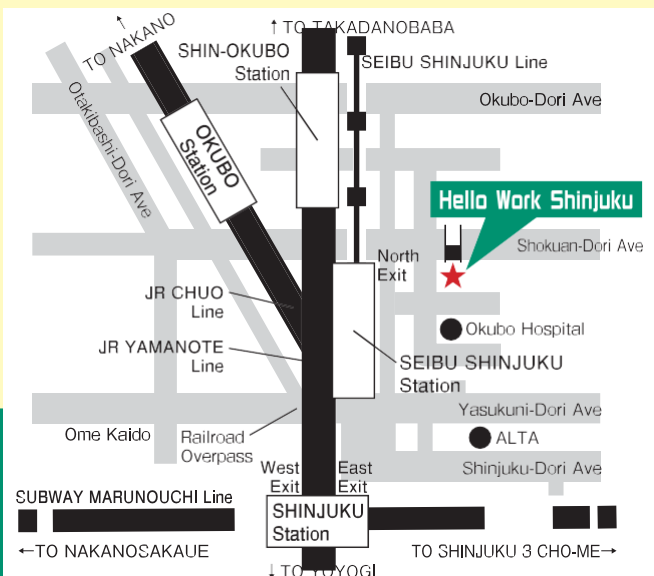
〒160-8489  
 1<sup>st</sup> Floor, Hello Work Shinjuku Bldg.  
 (Kabuki-cho Office)2-42-10  
 Kabuki-cho, Shinjuku-ku, Tokyo

TEL 03-3204-8609  
 FAX 03-3204-8619

**Office Hours:** Weekdays 8:30~17:15  
 (Closed on Sat, Sun, national holidays and  
 New Year holidays.)

### Access:

JR Shinjuku Sta. East Exit 13 min.  
 Seibu-Shinjuku Sta. North Exit 1 min.  
 JR Shin-okubo Sta. 7 min.



# Job searching procedure

## Reception

Present your residence card and passport (Designation paper if granted).

If you are already registered in any Hello Work, bring your registration paper.

If you wish to search for jobs by yourself, you can use our terminal (Available only in Japanese).

## Job counseling

- We search for jobs based on your requests and qualifications.
- We give support for preparing documents needed for job application (CV, resume, etc.).
- We confirm job conditions in detail with potential employers. If you are eligible to apply, we assist your application and issue a letter of introduction.

## You can search by yourself

You can also search by yourself. If you find a potential job, print out the page and bring it to the reception.

If you are eligible, we will issue a letter of introduction which is necessary for application.



## Visa information

A specialist is available to advise on visa status and immigration procedures.

## Tokyo Employment Service Center for Foreigners

**Job counseling and placement services are available to:**

- Foreign nationals holding a status of residence (visa) as specialists or technical experts, such as Engineer/Specialist in Humanities/International Services or Skilled Labor
- Those holding a Student status of residence (visa) who desire to work in Japan after graduating from university, graduate school, junior college, or vocational school (available from one year prior to graduation)

13<sup>th</sup> Floor Yotsuya Tower,  
CO-MO-RE Yotsuya 1-6-1 Yotsuya,  
Shinjuku Tokyo 160-0004

TEL 03-5361-8722  
FAX 03-3358-6564

Open: 9:00~17:00

(Closed on Sat, Sun, National holidays and  
New Year holidays.)

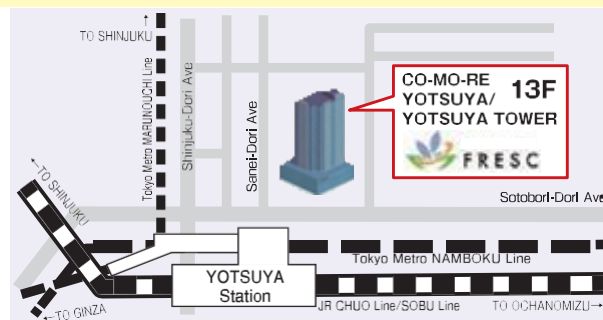
**URL** <https://jsite.mhlw.go.jp/tokyo-foreigner/>



Website



Twitter



- JR CHUO Line/SOBU Line  
YOTSUYA Station: 1-minute walk
- Tokyo Metro MARUNOUCHI Line  
YOTSUYA Station: 3-minute walk
- Tokyo Metro NAMBOKU Line  
YOTSUYA Station: 1-minute walk