

Visitor's Guide to Shinjuku Foreigners' Employment Assistance and Guidance Center

Our Center is a government agency which provides foreigners with job-related services, such as job information, job consultation, and job placement. We are open to foreigners with a status of residence* without any restriction to work, or students searching for part-time jobs. English and Chinese interpreters are available by appointment.

Information for Visitors

To Make an Appointment

Please be sure to make an appointment if you need an interpreter. We can serve only a limited number of visitors with appointments per day, and your requested date and time would not always be available. Remember to make an appointment by the previous day in person or by phone, as we cannot accept any appointments for the same day. Please come to the Information Desk 10 minutes prior to the appointment time. If you want to cancel your appointment, please call us.

Without an Appointment

We give you a number slip for the waiting list at the Information Desk first. (If you need an interpreter, please be sure to make an appointment. Otherwise you might have to wait for a long time for our interpretation services.) Job consultation takes place in numeric order, but people with appointments have priority. We have fewer people coming to our center in the morning, so we recommend you come between 9:00 am and 11:00 am.

Carrying Articles (Originals only, copies are not accepted)

Residence Card (or Certificate of Alien Registration) and Passport are requested to all.

If your status of residence is College Student and you are looking for a part-time job → please bring ①Permit to engage in extra-status activities (document or sticker) and ②Student ID card.

If your status of residence is Dependent and you are looking for a part-time job → please bring Permit to engage in extra-status activities (document or sticker) .

If your status of residence is Designated Activities (Working Holiday, etc.), → please bring Designation paper issued by the Minister of Justice.

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

- ◇ We offer placement and consultation services for the people with the following status of residence.
Spouse or child of Japanese national • Spouse or child of permanent resident • Long term resident • permanent resident, Designated activities (Working holiday etc.) • Dependent • Student (seeking a part-time job)
- ◇ "Tokyo Employment Service Center for Foreigners" 03-5339-8625 is open to people whose status of residence is Specialist in humanities / international services, Engineer, Skilled labor, non-Japanese students hoping to find full-time regular employment in Japan after graduation, Designated activities (highly skilled foreign professional, their spouses, and graduate of university trying to find a full-time regular employment) etc.,
- ◇ If you are not sure about your status of residence, please consult us on the phone.

Services Provided at Each Section

Information Desk

We confirm your appointment, check your registration by Hello Work Card, and give you a number slip for the waiting list for counseling. On your first visit, we ask you to fill out an application form. If you have visited us or any other Hello Work offices before, show us your Hello Work Card. If you would like to search for a job by yourself, a numbercard for a job-search PC will be handed. Please be sure to take the seat with the corresponding number.

Job Consultation

Issues related to Status of Residence

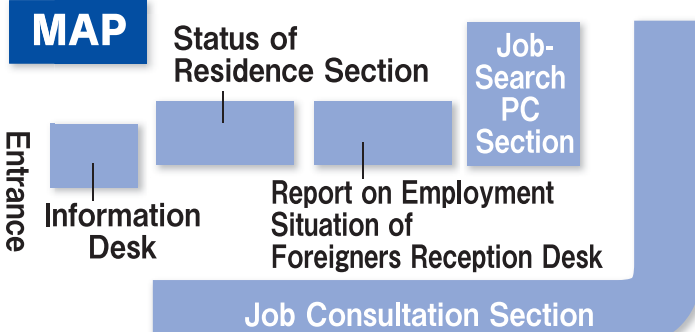
Job Search

Status of Residence Section

Our advisor gives counseling on such matters as necessary procedures for changing your status of residence that are controlled by the Immigration Office (Please call us in advance, as advisors are not always available.)

Job-Search PC Section

Job offer information is displayed in Japanese, so you can search for a job freely by yourself if you can read Japanese. Please print the job offer sheets you wish to apply for and wait. One of our counselors will contact the companies. If you cannot read Japanese or need help with understanding the content, ask for assistance at the Information Desk. Your counselor will search for a job with you.



Job Consultation Section

Our counselors provide employment information in general including information on the job market and your job suitability. We also provide other services, such as job search assistance, advice on filling out the application forms, contacting the companies to confirm if you can apply or not, how to apply, and to arrange a job interview.

※You have to submit a Letter of Introduction issued by our Center when you apply for a job. Your counselor at the Job Consultation Section will give you one after contacting the company to confirm if you can apply or not.

Shinjuku Foreigners' Employment Assistance and Guidance Center

〒160-8489
1st Floor, Hello Work Shinjuku Bldg. (Kabuki-cho office)
2-42-10 Kabuki-cho, Shinjuku-ku, Tokyo

TEL 03-3204-8609

FAX 03-3204-8619

Nearest Stations:
13min. walk from East Exit of JR Shinjuku Sta.
1min. walk from North Exit of Seibu Shinjuku-line
Seibu-Shinjuku Sta.
7min. walk from JR Yamanote-line Shin-okubo Sta.

