

Before you come to Japan: what you need to know

事前ガイダンス（入国前の説明）用の資料です。在留資格認定証明書の交付申請（または在留資格変更申請）の前に、本人が十分に理解できる言語で、対面またはビデオ通話で実施します（3時間程度、確認書 参考様式 第5-9号に署名）。

Company / 会社 : Sample Foods Co., Ltd. – Toyohashi Plant（サンプル食品株式会社 豊橋工場）

Field / 分野 : Food & beverage manufacturing (prepared foods)（飲食料品製造業（惣菜製造））

Language / 言語 : English + 日本語

Version / 版 : 2026-09・特定技能基準省令 第3条第1項第1号イ

How to use this document

この資料の使い方

Japanese law requires your company (or its registered support organisation) to explain the following to you in a language you understand, before your Certificate of Eligibility is applied for. It takes about 3 hours by video call. At the end you sign a confirmation form. Ask questions at any time — nothing here may be hidden from you.

運用要領が定める10の義務項目を7章にまとめています。母国語の下に日本語を併記しているので、支援担当者が読み上げながら確認できます。

3-hour schedule / 3時間の進め方（ビデオ通話 3コマ）

Time / 時間	Content / 内容	Material / 使うもの
0:00–0:50	Part 1–2: Your job, pay, working conditions; what you may do in Japan 労働条件・活動内容	Employment conditions sheet (雇用条件書)
1:00–1:50	Part 3–5: Entry procedure, deposits and penalties are forbidden, fees you paid abroad 入国手続・保証金・費用	This document, your receipts
2:00–2:50	Part 6–7: Housing, support, contacts, preparation; quiz; confirmation form 住居・支援・準備・確認書	Confirmation form 5-9

The company confirms your identity (passport) at the start. Guidance by post or e-mail only is not allowed.

事前ガイダンスは本人確認をしたうえで、対面またはビデオ通話で行います。書類の郵送やメールだけでは認められません。

1 Your job and working conditions

仕事の内容と労働条件（雇用条件書の説明）

These are the conditions written in your employment conditions sheet. They must be the same as, or better than, those of a Japanese worker doing the same job.

Item / 項目	Details / 内容
Job description 業務の内容	cooking, portioning and packing of prepared foods; cleaning of machines 惣菜の調理・盛付け・包装・機械の洗浄
Field / job category 分野・業務区分	Food & beverage manufacturing (prepared foods) 飲食料品製造業（惣菜製造）
Working hours / break 労働時間・休憩	8:00-17:00 (break 60 min) 実働8時間
Working days / holidays 勤務日・休日	月～金（会社カレンダーによる） 土・日・祝・年末年始（年間休日 105日）
Overtime 残業	月平均 20時間（36協定の範囲内、割増賃金 25%以上）
Basic monthly pay 基本給（月額）	190,000 yen 税込・控除前
Allowances 手当	皆勤手当 5,000円、深夜手当・残業手当は実績
Pay day / method 支払日・方法	毎月末日締め・翌月25日払い（銀行振込）
Deductions from pay 給与から引かれるもの	健康保険・厚生年金・雇用保険（約 28,000円）、所得税（約 3,500円）、住民税（2年目から）、寮費 20,000円、光熱費 実費
Estimated take-home pay	約 135,000～150,000円（残業により変動）

Dangerous or
harmful work
危険・有害な作業

スライサー・フライヤー等の機械を使用（巻き込まれ・やけどの危険。安全衛生教育を実施）

Deductions (social insurance, tax, rent) are legal and the same for Japanese workers. The company will show you the breakdown on every pay slip.

雇用条件書の内容は労働基準法第15条に基づき説明します。危険・有害な業務がある場合はその内容と安全衛生の事項も説明します。

2 What you may do in Japan (Specified Skilled Worker (i))

日本でできる活動（特定技能1号）

- You may work only in the field and job category for which your skills were recognised, at this company.
技能水準が認められた業務区分の仕事のみ
- No side jobs at other companies without permission. Working outside your status is a crime.
資格外活動の禁止
- Stay is renewed in periods of 1 year, 6 months or 4 months, up to 5 years in total for (i).
在留期間・通算5年
- Family members cannot be brought under this status. Changing to Specified Skilled Worker (ii) is possible in some fields after passing exams.
家族帯同不可・2号への移行
- You may change employer within the same field; the company will support the procedure and will not stop you.
転職の自由

3 Entry procedure

入国までの手続き

1. The company applies for your Certificate of Eligibility (COE) at the Immigration Bureau after this guidance.
在留資格認定証明書の交付申請
2. When the COE is issued, the company sends it to you (electronic COE by e-mail).
COEの送付

3. You apply for a visa at the Japanese embassy or consulate (or an accredited agency) with the COE.

査証申請

4. You must enter Japan within 3 months of the COE issue date. The company arranges the flight timing with you.

交付日から3か月以内に入国

5. If you already live in Japan: you apply for a change of status; you may not start work at the new company until the new residence card is issued.

在留中の場合は変更許可まで就労不可

For you: 在留資格認定証明書（COE）を会社が取得し、本人へ送付（電子COEはメール）→ 本人が在ベトナム日本大使館・領事館（または申請代行機関）で査証申請 → 交付日から3か月以内に入国

Arrival / 到着時の出迎え

Airport: 中部国際空港（セントレア）

Pick-up: 支援担当者が到着ロビーで出迎え、会社の車で寮まで送ります（約1時間）

空港での出迎えと事業所（住居）までの送迎は義務的支援です。

4 Deposits and penalty contracts are forbidden

保証金・違約金の禁止

Nobody — not this company, not an agency, not a broker — may take a deposit, hold your money or property, or make you or your family sign a contract that charges a penalty if you leave, complain, or break the employment contract. If anyone has asked you for this, tell us now. It is not your fault and you will not be punished.

本人・配偶者・親族などが、保証金や財産の預け入れ、失踪や退職・相談に対する違約金契約を結んでいないこと、今後も結ばないことを確認します。

- A "deposit" means any money or property held by someone (cash, land, house, valuables), whatever it is called.

保証金：名目を問わず財産を管理されること

- A "penalty contract" includes fines for leaving the job, for contacting Immigration or the Labour Office, for going out on holidays, or overpriced fees for goods or services.

違約金契約：失踪・相談・外出等への罰金

- This applies to you, your spouse, parents, children, relatives and anyone close to you.

本人・配偶者・親族等も対象

Please confirm:

Has anyone taken a deposit or held money/property from you or your family? ☐ No / ☐ Yes (details: _____)

Have you or your family signed any penalty contract? ☐ No / ☐ Yes (details: _____)

5 Fees you paid to an agency abroad

送出機関などに支払った費用の確認

If you paid money to a sending agency or another organisation abroad for this job, the company must confirm that you understand the amount and what it was for, and that you agreed to it. Fill in below (bring receipts).

外国の機関（送出機関・仲介業者など）に費用を支払っている場合は、その額と内訳を本人が理解し、合意していることを確認します。

Item	Fill in / 記入
Organisation paid 支払先の機関名	
Date paid 支払年月日	
Amount 支払額	
What it was for 内訳（何の費用か）	
I understand the breakdown and agreed to it 内訳を理解し合意している	☐ Yes / ☐ No

Support is free for you: All costs of the mandatory support (this guidance, airport pick-up, housing support, orientation, interpretation for consultations, etc.) are paid by the company. Nothing is deducted from your pay for it.

義務的支援に要する費用は会社（または登録支援機関）が負担し、本人に直接・間接に負担させることはありません。

6 Housing and support

Item	Details
Housing 住居	会社の社員寮（1K・25㎡・2人部屋、エアコン・冷蔵庫・洗濯機・Wi-Fi付き）
Your share of rent / utilities 本人負担額	20,000円／月（本人負担）＋光熱費実費（目安 5,000円）
Provided by the company 会社から支給されるもの	作業着・帽子・安全靴（会社支給）、寮の寝具（会社支給）
Consultation hours 相談・苦情を受ける体制	月～金 9:00-18:00（面談・電話・LINE・メール）。緊急時は24時間の携帯電話
Support person 支援担当者	TANAKA Hanako（田中 はなこ ※架空） 090-XXXX-XXXX・shien@sample-foods.example 日本語・英語（通訳アプリ併用）

- After arrival you will receive a life orientation (8 hours or more) about daily life, rules, hospitals, disasters and your rights.
入国後の生活オリエンテーション
- The company accompanies you to the city office for address registration, bank account opening and other procedures.
公的手続への同行
- You can consult in your language about work, life, or problems, including complaints about the company.
母国語での相談・苦情
- Regular interviews (at least every 3 months) with the support person.
定期面談

7 Preparing to come

入国前の準備（任意的支援）

Item	Details
Climate / clothing 気候・服装	豊橋は冬（12～2月）は 0～10℃で乾燥、夏（7～8月）は 30～35℃で湿度が高い。冬物の上着と雨具を用意

What to bring 持ってくるもの	パスポート、COE、査証、卒業証明書等の原本、常備薬、変換プラグ、当面の生活費（目安 3～5万円相当）
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Money you will need at first 当面必要なお金	入国後の初回給与まで約1.5か月。当面の食費・通信費として 3～5万円程度
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Do not bring 持ち込めないもの	Meat products, fruit, plants, seeds (quarantine), medicines containing prohibited ingredients, more than the duty-free amount of alcohol/tobacco, any drugs (cannabis is illegal in Japan even if legal elsewhere).
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Even before you arrive, you may contact the support person with questions.
入国前でも、分からないことは支援担当者に相談できます。

10-question check

確認テスト（理解の記録用）

1. What is your basic monthly pay, and what is deducted from it?
2. What is your job category? May you work at a different company on your day off?
3. Within how many months of the COE issue date must you enter Japan?
4. Is anyone allowed to hold a deposit from you or your family?
5. If you paid a sending agency, what must the company confirm with you?
6. Who pays for the mandatory support?
7. Who will meet you at the airport, and where?
8. How much is your share of the rent?
9. On which days and hours can you consult the support person?
10. What is the support person's name and phone number?

Answers for the support person: from the tables in Parts 1, 3, 5, 6 and the company facts. Record that all 10 were answered correctly before signing.

Confirmation form (corresponds to Reference Form 5-9)

事前ガイダンスの確認書（参考様式第5-9号に対応・自社名入り）

I have been given an explanation of the following and fully understand it:

私は、次の事項について説明を受け、内容を十分に理解しました。

1. The content of my work, pay and other working conditions
業務の内容、報酬の額その他の労働条件
2. The activities I may engage in in Japan

本邦において行うことができる活動の内容

3. The entry procedure

入国に当たっての手続

4. That no deposit has been or will be taken and no penalty contract has been or will be made by me or those close to me

保証金の徴収・違約金契約がないこと

5. The amount and breakdown of any fees paid to organisations abroad, and my agreement to them

外国の機関に支払った費用の額・内訳の理解と合意

6. That I will not bear the cost of support

支援費用を負担しないこと

7. Airport pick-up and transport to the workplace or housing

出迎え・送迎

8. Housing support and my share of the cost

住居確保支援と負担額

9. How to make consultations and complaints

相談・苦情の申出体制

10. The support person's name and contact details

支援担当者の氏名・連絡先

Date, time and method / 実施日時・方法	2026年 月 日 時 分～ 時 分 ☐ in person / ☐ video call
Company (or registered support organisation) / 特定技能所属機関（又は登録支援機関）	サンプル食品株式会社（※架空）
Explained by / 説明者の氏名	田中 はなこ（※架空）

Signature of the worker / 特定技能外国人の署名

Date signed / 署名日

This form is submitted with the Certificate of Eligibility application (Reference Form 5-9).

確認書は在留資格認定証明書交付申請（または在留資格変更許可申請）の際に提出する書類です（参考様式第5-9号）。

This document is a teaching aid prepared from the Operational Guidelines for Support of Specified Skilled Worker (i). The company is fictional.

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