




# Hello! SUGINAMI

Suginami City Population  
(as of January 1, 2023)  
Total population ..... 570,786  
Foreign residents ..... 16,921

Issued on the 1st of even-numbered months


**Published by:** Suginami City Office. **Editing:** Public Relations Section. **Address:** 1-15-1 Asagayaminami, Suginami-ku, Tokyo 166-8570.  
**Tel:** 03-3312-2111 (main switchboard), **Fax:** 03-3312-9911 (direct line for Public Relations Section) \*Please make inquiries in Japanese. **URL:** <https://www.city.suginami.tokyo.jp/>

## COVID-19 (Novel Coronavirus) Vaccinations



Suginami City is continuing to implement COVID-19 vaccinations at City Mass Vaccination Sites, medical facilities within the city, and other venues. For those who wish to receive a vaccination, please consider getting vaccinated before March 31.  
For the latest information, please refer to Suginami City's website (QR code to the right).

**[Contact]** Suginami City Novel Coronavirus Vaccination Call Center **Tel: 0120-023-015**  
(9:00 am–5:00 pm. Support provided for foreign language speakers (in English/Chinese/Korean/Thai/Vietnamese/Indonesian/Tagalog/Nepali/Malay/Myanmar/Khmer/Mongolian/Sinhalese/Hindi/Portuguese/Spanish/French/German/Italian/Russian))

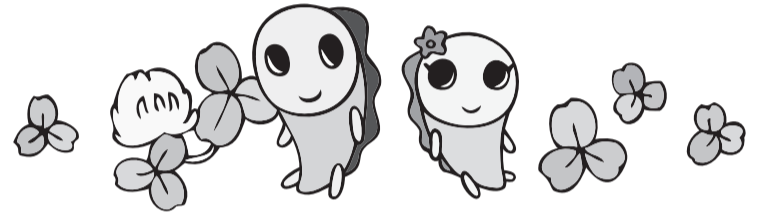


## Moving season is approaching...Don't forget to file the required paperwork

Address changes must be filed at the city office.

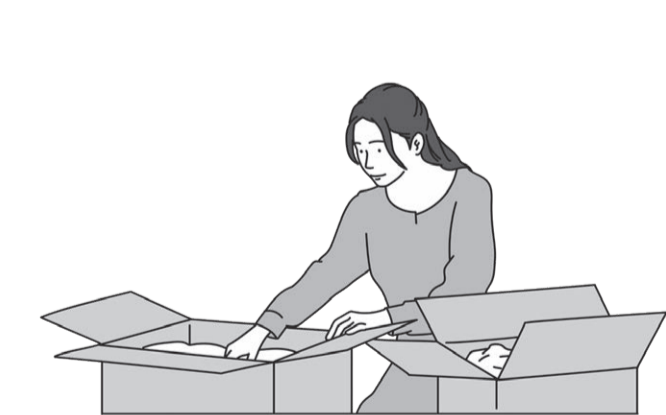
### ◇ Reporting address change, etc. for residence certificates

Ensure that any changes to your address or household are reported within the prescribed time period. The report must be made at Residents Subsection, Residents Section (1F City Office East Wing), or a Residents Office either by yourself, the head of the household, or a proxy agent bearing a letter of proxy written by yourself. Please see the Table below for types of notification and timings.



**Notification for the Basic Resident Registry** \*Please bring your residency card, special permanent resident certificate or other form of identification.

Type of notification	Filing period	Required documents
Tennyu Todoke Notification of moving in (Moving into Suginami City from another municipality)	Within 14 days of moving to a new address	<ul style="list-style-type: none"> <li>Moving out certificate (Tenshutsu Shoumeisho) issued by the mayor of the previous municipality (if moving into Suginami City from overseas, passports &lt;of all household members who are moving in&gt;)</li> <li>Resident card for medium- and long-term residents, special permanent resident certificate for special permanent residents (for all household members)</li> <li>Individual number card or basic resident register card (if applicable, excluding those who moved in from overseas)</li> </ul>
Tenkyo Todoke Notification of address change (Moving within Suginami City)		<ul style="list-style-type: none"> <li>Resident card for medium- and long-term residents, special permanent resident certificate for special permanent residents (for all household members)</li> <li>Health insurance cards, medical certificates, etc., issued by Suginami City (if applicable)</li> <li>Individual number card or basic resident register card (if applicable)</li> </ul>
Tenshutsu Todoke Notification of moving out (Moving out Suginami City)	Before moving out	<ul style="list-style-type: none"> <li>Health insurance cards, medical certificates, etc., issued by Suginami City (if applicable)</li> <li>Individual number card or basic resident register card (if applicable)</li> </ul> <p>*From February 6, it will be possible to conduct procedures using an individual number card. For details, please refer to Suginami City's website.</p>
Setai Henko Todoke Notification of household change (Change in household or head of household)	Within 14 days of the change	<ul style="list-style-type: none"> <li>Health insurance cards, medical certificates, etc., issued by Suginami City (if applicable)</li> </ul>
Notification of change of relationship with head of household		<ul style="list-style-type: none"> <li>Official document showing the relationship with the head of household</li> </ul>
Notification of becoming a medium- or long-term resident	Within 14 days of becoming a medium- or long-term resident	<ul style="list-style-type: none"> <li>Resident card for medium- and long-term residents, special permanent resident certificate for special permanent residents (for all applicable household members)</li> <li>Passport (if applicable)</li> </ul>



### ◇ Real-time updates on the congestion situation at the Residents Section counter (1F, Suginami City Office)

You can check the congestion situation and the completion status of the issuance of documents to waiting applicants by visiting the section "Information About Inquiry/Submission Counters" on the Suginami City website, using your smartphone, mobile phone or computer (use the QR code to the right). Please use the information provided to decide when to visit the City Office, or when you wish to find out the estimated time required (information available in Japanese only).



### ◇ Visit the conveniently located Residents Offices for filing

There is an increase in the number of people moving in March and April due to such reasons as employment or job transfers. The counters at the main city office are expected to be extremely busy. The six Residents Offices around the city are able to accept applications for moving in and out of the city as well as other accompanying paperwork, and issue copies of residence certificates and seal registration certificates. In order to avoid over-crowding, please utilize the Residents Office close to you. If you are unable to speak Japanese, the process will be facilitated if you visit us with someone who can.

**Filing and inquiries** \*Excludes Sundays and national holidays.

Contact	Tel	Address	Monday-Friday	Saturday
Residents Subsection, Residents Section	03-3312-2111(Representative)	1F City Office East Wing, 1-15-1 Asagayaminami	8:30 am-5:00 pm	9:00 am-5:00 pm every 1st, 3rd and 5th Saturday
Igusa Residents Office	03-3394-0461	4-30-2 Shimoigusa	8:30 am-5:00 pm (Until 7:00 pm on Wednesday)	9:00 am-5:00 pm every 2nd and 4th Saturday
Nishiogi Residents Office	03-5344-3030	3-5-23 Nishiogiminami		
Kōenji Residents Office	03-3317-6560	2F Care 24 Matsunoki, 3-3-4 Matsunoki		
Takaido Residents Office	03-3333-5395	2F Keio Retnade Takaido, 2-1-26 Takaidonishi		
Eifuku Izumi Residents Office	03-5300-9310	3F Eifukuizumi Community Hall, 3-8-18 Izumi		
Ogikubo Residents Office	03-3392-8846	2F Daiwa Ogikubo Tower, 1-2-1 Kamiogi		

## For Guardians of Children Attending International Schools

Suginami City offers subsidies to reduce the burden of school fees and other related expenditures for guardians of children attending international schools.

**[Eligibility]** Applicants must fulfill all of the following eligibility criteria.

- Have children at the age for receiving compulsory education, who are attending international schools accredited under the School Education Act.
  - The children and guardians must have a residential address registered in Suginami City, and be living in the same household.
  - The children, or the father or mother of the children, cannot be of Japanese nationality.
  - The guardians are paying for the school fees.
  - For guardians with a higher income, the amount obtained by deducting the deductions listed in Table 2 from the income (\*) in 2021 must be below the income cap listed in Table 1.
- \* If you have received income from salary and miscellaneous income (only if related to public pensions, etc.), the applicable amount of income will be the amount obtained by deducting 100,000 yen from the total of these income sources.

**[Application period]** Must be received by February 28

**[Subsidy period/ Application method]** The subsidy for this round of applications is for the second half of the school year. The precise period of the second half of the school year and the application method varies depending on the school, so please inquire for details. Please check with your child's school to find out if it is an international school accredited under the School Education Act.

**[Amount of subsidy]** 7,000 yen per month times the number of months when school fees were paid for the second half of the school year

**[Contact]** General Affairs Subsection, Management Section, Resident Affairs Division (7F West Wing, Suginami City Office)

Table 1: Income cap

No. of dependents (based on tax laws)	Income cap
0	6.22 million yen
1	6.60 million yen
2	6.98 million yen
3	7.36 million yen
4 or more	Thereafter, increase of 380,000 yen per dependent

\*Add 60,000 yen per person to the income cap for spouses who are eligible for deductions for the elderly, or elderly dependent relatives.

Table 2: Amount of deductions from income

Category of deduction	Amount of deduction
Uniform deduction	80,000 yen
Deduction for working students	270,000 yen
Deduction for widows	270,000 yen
Single parent exemption	350,000 yen
Deduction for persons with disabilities (per person)	270,000 yen
Deduction for persons with severe disabilities (per person)	400,000 yen
Deduction for contributions such as miscellaneous, medical expenses, mutual aid for small-scale enterprises	Equivalent amount of deductions

## Calendar for Collecting Waste and Recyclables

Calendars are designated by area

The 2023 version of the Calendar for Collecting Waste and Recyclables – How to Sort and Dispose of Waste (Japanese) to help you understand how to sort and dispose of waste and recyclables will be distributed to all households mailboxes (including business offices and apartment building mailboxes).

There are no changes to the existing collection days. Please take this opportunity to review your waste and recycling sorting methods and ensure you are following all of the guidelines.

The multilingual versions of the booklet "Sorting and Disposing Waste and Recyclables" can be obtained through the contact provided below, or from the Residents Subsection, Residents Section (1F City Office East Wing), the respective Residents Offices, Miyamae Library (5-5-27 Miyamae), and Sakurajosui-kita Book Pick-up and Return Counter (1-24-15 Shimotakaido).

**[Contact]** Waste Reduction Section, Suginami Waste Collection Office [Tel] 03-3392-7281,

Suginami Waste Collection Office Honan Branch [Tel] 03-3323-4571



## Announcement from Suginami Association for Cultural Exchange

Suginami Association for Cultural Exchange (SACE) organizes events where foreign residents can join freely and enjoy socializing with foreign residents as well as Japanese residents. Please join us.

\*Events and contents may be canceled or postponed as part of efforts to prevent the spread of COVID-19. For the latest information, please contact the Suginami Association for Cultural Exchange or the event organizers.

### ◇ Call for Audience for Japanese Speech Contest

Foreign residents will speak about their experiences in Japan and about their home countries, in Japanese. There will also be a performance featuring Tsugaru-shamisen. Those who would like to listen to the speeches are welcome to participate.

**[Date and time]** Saturday, March 4, 2022, 1:30 pm-5:00 pm

**[Location]** Conference Room 4, Suginami City Office (6F Central Wing)

**[Number of people]** 100 (in order of application)

**[Cost]** Free of charge

**[Application]** Please submit your name (including furigana), address, and telephone number, along with the event name, by e-mail to the Suginami Association for Cultural Exchange by February 26.



### ◇ SACE website and Facebook page

These sites offer information about events organized by SACE, Japanese language classes held in Suginami City, and friendship cities of Suginami City.

Event and helpful information is also sent to foreign residents living in Suginami City by postal mail, free of charge. Registration is accepted through the Association's website.

### ◇ Support Desk for Foreign Residents

Volunteer interpreters provide support for foreign residents who need assistance at the Suginami City Office. Interpretation services are available in English, Chinese, Korean and Nepali. Please feel free to contact the Support Desk for assistance.

**[Date and time / Languages]**

- English: Monday 1:00 pm-4:00 pm, Friday 9:00 am-12:00 pm
- Chinese: Monday 9:00 am-12:00 pm
- Friday (1st, 3rd and 5th) 1:00 pm-4:00 pm
- Korean: Friday (2nd and 4th) 1:00 pm-4:00 pm
- Nepali: Wednesday (1st and 3rd) 9:00 am-12:00 pm

\* Closed on national holidays and year-end/New Year holidays

**[Location]** Public Hearing Section (1F East Wing, Suginami City Office)

**[Consultation methods]** Visit Suginami City Office in person/Telephone (Public Hearing Section)/In writing (By post, fax, or E-mail)

**[Cost]** Free of charge



For applications and inquiries, please contact Suginami Association for Cultural Exchange.

**[Address]** 5F Minami-Asagaya Building, 1-14-2 Asagayaminami, 166-0004

**[Tel]** 03-5378-8833

**[Fax]** 03-5378-8844

**[E-mail]** info@suginami-kouryu.org

**[Website]**

https://suginami-kouryu.org/

**[Facebook]**

https://www.facebook.com/suginami.kouryu








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## 新型コロナワクチン接種



区では、引き続き区内集団接種会場と医療機関等で新型コロナワクチンの接種を実施しています。接種を希望する方は3月31日までの接種をご検討ください。最新情報は、区ホームページ(右2次元コード)をご覧ください。

**【問い合わせ】** 杉並区新型コロナワクチン接種コールセンター 電話0120-023-015  
(午前9時～午後5時。外国語＜英語／中国語／韓国語／タイ語／ベトナム語／インドネシア語／タガログ語／ネパール語／マレー語／ミャンマー語／クメール語／モンゴル語／シンハラ語／ヒンディー語／ポルトガル語／スペイン語／フランス語／ドイツ語／イタリア語／ロシア語＞対応)

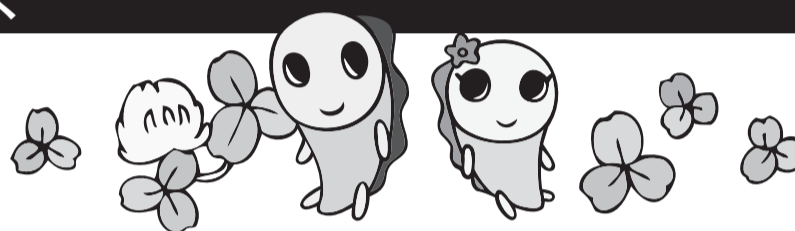


## 引っ越しの季節を迎えます～届け出や手続きをお忘れなく

引っ越しで住所が変わった場合などは、区役所への届け出が必要です。

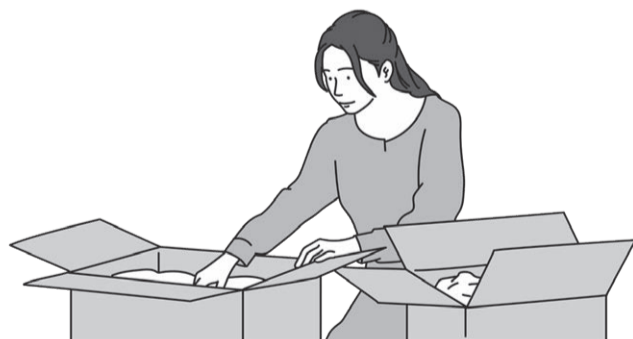
### ◇住民票の住所変更などの届け出

住所や世帯に変更があった場合は、期間内に届け出てください。届け出は本人か世帯主または本人が記載した委任状を持参した代理人が、区民課区民係(区役所東棟1階)、区民事務所で行ってください。届け出の種類や期間は、下表をご覧ください。



**住民基本台帳の届け出** ※届け出の際は本人確認のため、在留カードまたは特別永住者証明書等を持参してください。

届け出の種類	届け出期間	届け出に必要なもの
転入届 (杉並区外から引っ越ししてきた場合)	新しい住所に住み始めてから 14日以内	・旧住所地の区市町村長が発行した転出証明書(国外から転入した方は、パスポート＜転入した方全員分＞) ・中長期在留者は在留カード、特別永住者は特別永住者証明書(いずれも転入した方全員分) ・個人番号カード、住民基本台帳カード(国外から転入した方を除き、お持ちの方のみ)
転居届 (杉並区内で引っ越しをした場合)		・中長期在留者は在留カード、特別永住者は特別永住者証明書(いずれも転居した方全員分) ・杉並区発行の保険証や医療証など(お持ちの方のみ) ・個人番号カード、住民基本台帳カード(お持ちの方のみ)
転出届 (杉並区外へ引っ越しをする場合)	転出を予定している日まで	・杉並区発行の保険証や医療証など(お持ちの方のみ) ・個人番号カード、住民基本台帳カード(お持ちの方のみ) ※2月6日から個人番号カードによる手続きが可能です。詳細は、区ホームページをご覧ください。
世帯変更届 (世帯や世帯主の変更があった場合)	変更があつてから14日以内	・杉並区発行の保険証や医療証など(お持ちの方のみ)
世帯主との続柄の変更があった場合の届け出		・世帯主との続柄を証明する公的な文書
中長期在留者等になった場合の届け出	中長期在留者等になってから 14日以内	・中長期在留者は在留カード、特別永住者は特別永住者証明書(いずれも該当する方全員分) ・パスポート(お持ちの方のみ)



### ◇区役所1階区民課窓口の混雑状況をリアルタイムでお知らせしています

区ホームページで、混雑の状況や書類発行の完成状況を、スマートフォン・携帯電話・パソコンで、「受付・交付窓口情報案内」(右2次元コード)から確認できます。来庁日時の検討や、所要時間の目安を知りたいときにお役立てください(日本語のみ)。



### ◇届け出・手続きにはお近くの区民事務所が便利です

3・4月は、就職や転職などで引っ越しする方が増え、区役所本庁舎の窓口は大変混み合います。区内6カ所にある区民事務所でも、転入・転出などの住所の届け出とそれに伴う各種手続き、住民票の写し、印鑑登録証明書などの発行を行っています。混雑を避けるためにも、お近くの区民事務所をご利用ください。また、日本語が話せない方は、日本語を話せる方と一緒に窓口にお越しいただくと、手続きがスムーズです。

**問い合わせおよび受付窓口** ※いずれも日曜日、祝日を除く。

窓口	電話	所在地	月～金曜日	土曜日
区民課区民係	03-3312-2111(代表)	阿佐谷南1-15-1区役所東棟1階	午前8時30分～午後5時	第1・3・5土曜日、午前9時～午後5時
井草区民事務所	03-3394-0461	下井草4-30-2	午前8時30分～午後5時 (水曜日は午後7時まで)	第2・4土曜日、午前9時～午後5時
西荻区民事務所	03-5344-3030	西荻南3-5-23		
高円寺区民事務所	03-3317-6560	松ノ木3-3-4ケア24松ノ木2階		
高井戸区民事務所	03-3333-5395	高井戸西2-1-26京王リトナード高井戸2階		
永福和泉区民事務所	03-5300-9310	和泉3-8-18永福和泉地域区民センター3階		
荻窪区民事務所	03-3392-8846	上荻1-2-1Daiwa荻窪タワー2階		

## 外国人学校に通学する児童生徒の保護者へ

区では、外国人学校に通学する児童生徒の保護者に、授業料などの負担を軽減するために補助金を交付しています。

【要件】次の全てを満たす必要があります。

- ・学校教育法に基づく認可を受けた外国人学校に、義務教育年齢に該当する児童生徒を通学させている
- ・児童生徒および保護者が区内に住所を有し、同一世帯である
- ・児童生徒または児童生徒の父もしくは母が、日本国籍を有していない
- ・授業料を納付している
- ・保護者のうち、所得金額が高い方の2021年中の所得額(※)から、表2で該当する控除額を差し引いた後の金額が、表1の限度額未満である  
※給与所得や雑所得(公的年金等に係るものに限る)を有する場合、その合計額から10万円を控除した金額を所得額とする。

【申請期間】2月28日(必着)まで

【補助対象期間・申請方法】今回は下半期分です。学校ごとに下半期の期間や申請方法が異なりますので、詳細はお問い合わせください。

学校教育法に基づく認可を受けた外国人学校かどうかについては、通学している学校に確認してください。

【補助金額】月額7000円×下半期のうち授業料を支払った月数

【問い合わせ】区民生活部管理課庶務係(区役所西棟7階)

表1 限度額

扶養人数(税法上)	限度額
0人	622万円
1人	660万円
2人	698万円
3人	736万円
4人以上	以下1人ごとに38万円加算

※老人控除対象配偶者または老人扶養親族は、限度額に1人につき6万円加算。

表2 所得金額からの控除額

控除の種類	控除額
一律控除	8万円
勤労学生控除	27万円
寡婦控除	27万円
ひとり親控除	35万円
障害者控除(1人につき)	27万円
特別障害者控除(1人につき)	40万円
雑損・医療費・小規模企業共済等掛金控除	控除相当額

## ごみ・資源の収集カレンダー

地域によりカレンダーが異なります

ごみ・資源の分け方・出し方を分かりやすくお知らせする、2023年度版「ごみ・資源の収集カレンダー 分け方・出し方」(日本語版)を、全世帯(事業所を含む)のポスト(マンション・アパートの各部屋のポストを含む)へ直接投函します。

収集曜日等、従来からの変更はありません。この機会に、もう一度ごみ・資源の分別をご確認の上、正しい分別にご協力をお願いします。

外国語版「ごみ・資源の分け方・出し方」は、下記の問い合わせ先のほか、区民課区民係(区役所東棟1階)、各区民事務所、宮前図書館(宮前5-5-27)、桜上水北図書サービスコーナー(下高井戸1-24-15)で配布しています。

【問い合わせ】ごみ減量対策課、杉並清掃事務所 電話03-3392-7281、杉並清掃事務所方南支所 電話03-3323-4571



## 杉並区交流協会のお知らせ

杉並区交流協会では、外国の方が気軽に参加でき、日本人をはじめ多くの外国の方と楽しく交流できるイベントを企画しています。

※新型コロナウイルス感染症の拡大防止のため、各イベントなどが中止・延期になることがあります。最新情報については、杉並区交流協会、各イベントの主催者にお問い合わせください。

### ◇日本語スピーチ大会 観覧者募集

日本で暮らしている外国の方が感じたこと、体験したこと、出身国のことなどについて日本語で発表します。津軽三味線の演奏も行います。スピーチ聞きたい方はぜひご参加ください。

【日時】3月4日(土)午後1時30分~5時

【場所】区役所第4会議室(中棟6階)

【募集人数】100名(申込順)

【参加費】無料

【申し込み】Eメールに行事名・住所・氏名(フリガナ)・電話番号を書いて、2月26日までに杉並区交流協会



### ◇杉並区交流協会ホームページと Facebook

杉並区交流協会の主催イベントや区内の日本語教室、杉並区の交流自治体の情報などを掲載しています。

杉並区在住の外国人には、無料でイベント情報や区内の便利な情報を郵送します。登録はホームページからできます。



### ◇外国人サポートデスク【Support Desk for Foreign Residents】

ボランティア通訳が区役所での手続きのサポートをします。英語・中国語・韓国語・ネパール語で対応しています。お気軽に窓口までお越しください。

【日時・言語】・英語=毎週月曜日午後1時~4時、金曜日午前9時~正午

・中国語=毎週月曜日午前9時~正午、第1・3・5金曜日午後1時~4時

・韓国語=第2・4金曜日午後1時~4時

・ネパール語=第1・3水曜日午前9時~正午

※いずれも祝日、年末年始は除く

【場所】区政相談課(区役所東棟1階)

【相談方法】来所・電話(区政相談課)・文書(郵送・ファクス・Eメール)

【費用】無料

申し込み、詳細の問い合わせについては、杉並区交流協会へ

【住所】〒166-0004杉並区阿佐谷南1-14-2みなみ阿佐ヶ谷ビル5階

【電話】03-5378-8833

【ファクス】03-5378-8844

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【ホームページ】

<https://suginami-kouryu.org/>

【Facebook】

<https://www.facebook.com/suginami.kouryu>

