

Unofficial English translation of: <http://www.moj.go.jp/isa/content/001347943.pdf>

## **Guidance for SSW accepting organizations**

### **Procedures involved in accepting Indian nationals as specified skilled workers**

Hiring people with Indian nationality may require various procedures in Japan, including filling application for the certificate of eligibility with regional immigration bureau by Japanese accepting organizations, filling application to change the residential status by workers who already reside in Japan, and providing documents needed for visa application by candidate worker in India. In India, too, certain procedures are required. This guideline would provide explanations on various procedures involved in hiring Indian nationals, under SSW scheme, including the overview of procedures taken in India.

#### **\* Procedures involved in inviting specified skilled worker from India to work in Japan**

##### **1. Conclusion of employment contract**

When an accepting organization in Japan wishes to hire a person with Indian nationality as specified skilled worker, the organization first needs to conclude the employment contract.

It should be noted that in India's system, the use of sending organization is optional. Accepting organization in Japan can choose either concluding employment contract with a specified skilled worker who is referred to them by Indian sending organization, or directly concluding the contract with the candidate without involvement of the sending organization.

##### **2. Filing application for the certificate of eligibility (Process to be done in Japan)**

Accepting organization files application for the certificate of eligibility for the residential status of specified skilled worker with local immigration bureau. Once the certificate of eligibility is issued, the accepting organization will forward the original document to the candidate in India.

##### **3. Filing visa application (Process required by Japanese side)**

An Indian national who wishes to come to Japan as specified skilled worker and who already has concluded the employment contract with the accepting organization in Japan will apply for SSW visa by presenting the original certificate of eligibility which was forwarded to him/her by the accepting organization.

##### **4. Enter Japan as "Specified Skilled Worker" (Process required by Japanese side)**

Indian national who has obtained appropriate visa can come to Japan. At the screening at the landing port, when it is recognized that s/he fulfils all landing criteria of specified skilled

worker, s/he would be allowed to enter Japan and the residential status of “Specified Skilled Worker” will be granted.

**5. “eMigrate” Registration (Procedure in India) \* Registration is voluntary.**

Under the Indian system, Indian nationals who wish to come to Japan as Specified Skilled Foreigners and their host institutions can register online with eMigrate, a system managed by the Indian government for the purpose of sending workers abroad. URL of eMigrate is under verification.

**\* When hiring Indian national already resides in Japan with proper residency**

**1. Conclusion of employment contract**

When an accepting organization in Japan wishes to hire a person with Indian nationality as specified skilled worker, the organization first needs to conclude the employment contract.

**2. Filing application to change residency with local immigration bureau (procedure done in Japan by the candidate)**

The Indian national who signed the employment contract with Japanese accepting organization will have to file an application with a local immigration bureau to change his/her residency to that of Specified Skilled Worker in order to start working.

When the application to change the residency is accepted and permission is given, the entire process is completed.

Any inquiry on processes to be done in India, please contact:

Embassy of India, Tokyo

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Phone: 03-3262-2391 ~ 2397

URL: [https://www.indembassy-tokyo.gov.in/eoityo\\_pages/NQ](https://www.indembassy-tokyo.gov.in/eoityo_pages/NQ)