

Notification of Transfer Unaccompanied by Family

To: President of Hiroshima University

Filed: 2000.00.00
(year) (month) (date)

Division	Graduate School of 000 (Ext. 1234)	Title	Professor	Name	Hirodai tarou					se al
				Personal Number	○	○	○	○	○	○
<p>I hereby declare that I am living in separation with my family, as follows: (Note: If this notice is submitted 15 days or more after the situation of separation has started, you may not be able to receive the eligible allowance for a month.) For instructions on filling out this form, see the back of this form under "Notes on filling out this form."</p>										
Reason for filing this notice (see back of this form for details):						Date when the situation of separation has commenced		2000.00.00 (year) (month) (date)		
<input checked="" type="checkbox"/> 1 New situation (<input type="checkbox"/> Change of position at a different location <input type="checkbox"/> Relocation of the workplace <input type="checkbox"/> Newly employed) <input type="checkbox"/> 2 Change of residence (<input type="checkbox"/> Yourself <input type="checkbox"/> Spouse) <input type="checkbox"/> 3 Loss of allowance requirements (Reason:) <input type="checkbox"/> 4 Other ()										
Note: Please input only if you selected "Newly employed" in "New situation" above. If you were living separately from your family before being newly employed, input the date when your transfer order, etc. came into effect at the organization you belonged to before this new employment that resulted in your status of living separately from your family.										
						(year) (month) (date)				

Your current address	〒000-0000 205 Corpo000 1-2-1 Saijo Higashihiroshima	Date when you started residing at this address	2000.00.00 (year) (month) (date)	
	Persons residing with you	<input type="checkbox"/> Child (Date of birth) <input type="checkbox"/> Child (Date of birth) <input type="checkbox"/> Child (Date of birth) <input type="checkbox"/> Other (Relationship) <input type="checkbox"/> Other (Relationship)		
Address where you were living immediately before separation from your spouse	〒000-0000 1-1-200 00 Tokyo	Date when you started living separately	(year) (month) (date)	
	Persons residing with you	<input checked="" type="checkbox"/> Spouse <input checked="" type="checkbox"/> Child (Date of birth 000.0.0) <input type="checkbox"/> Child (Date of birth) <input type="checkbox"/> Child (Date of birth) <input type="checkbox"/> Other (Relationship) <input type="checkbox"/> Other (Relationship)		
Current address of your spouse	<input checked="" type="checkbox"/> Same place where you lived immediately before separation <input type="checkbox"/> Different place from where you lived immediately before separation (Address Date of occupancy)			
Unavoidable reasons for living separately from spouse	<input type="checkbox"/> 1 To allow spouse to provide nursing care to father/mother or other family member who is in a condition that requires care due to illness, etc. <input checked="" type="checkbox"/> 2 To allow spouse to raise a child who is living together and who is attending school. Attending school:() <input type="checkbox"/> 3 To allow spouse to continue working or attending school. Place of employment / Attending school:() <input type="checkbox"/> 4 To allow spouse to continue the upkeep of the family home while living there. <input type="checkbox"/> 5 To allow spouse to raise a child age 3 or older who is living together and attending a daycare center, etc. Place of attendance () <input type="checkbox"/> 6 To allow spouse to raise a child who is receiving treatment from a designated medical institution due to an illness, etc. (excluding children specified in 2 or 5). <input type="checkbox"/> 7 To allow spouse to receive treatment from a designated medical institution for the treatment of an illness, etc. <input type="checkbox"/> 8 Because before the transfer order, a house was purchased or a contract was signed to build a new house, and the spouse needs to oversee its management. <input type="checkbox"/> 9 Other reasons that require the spouse and the employee to live separately ()			

• Transportation route, etc. (excluding air) from your address immediately before separation from your family to the workplace (if the spouse resided at a different place from your address immediately before separation, input the transportation route from the residence of your spouse).					• Transportation route, etc. (excluding air) from your spouse's residence to your residence.				
Route	Transportation (including by foot)	Segment	Distance	Note: Determined distance	Route	Transportation (including by foot)	Segment	Distance	Note: Determined distance
1	Walk	From: Residence before separation To: 000Sta	0.3Km	Km	1	Walk	From: Residence of spouse To: 000Sta	0.3 Km	Km
2	train	From: 000Sta To: Tokyo Sta	↑ Input only the distance from your residence before separation to the closest train station	Km	2	train	From: 000Sta To: Tokyo Sta	↑ Input only the distance from the residence of your spouse to the closest train station	Km
3	shinkansen	From: Tokyo To: Higashi-hiroshima		Km	3	shinkansen	From: Tokyo To: Hiroshima-Sta		Km
4	Bus	From: Higashi-hiroshima Sta To: Hirodai-chuoguchi		Km	4	train	From: Hiroshima-Sta To: Shininokuti-Sta		Km
5	Walk	From: Hirodai-chuoguchi To: Work location		Km	5	walk	From: Shininokuti-Sta To: residence		Km
Total				Km	Total				Km

Note: Personal information provided in this form will only be used to conduct the necessary procedures related to the payment of salaries and for statistical surveys, and will not be used or disclosed for any other purposes.

(Authorization)

Group Leader	Project Manager	Group Member	Originator
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Developed: (year) (month) (date)
Authorized: (year) (month) (date)

We hereby inquire whether the following request may be authorized.

Record on the Decision to Pay the Unaccompanied Assignment Allowance

Guideline on the Unaccompanied Assignment Allowance

Beginning of payment	From	(year)	(month)	Allowance amount	yen
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Notes on filling out this form

1 Under "Reason for filing this notice," place a check mark in the box for the appropriate reason. If you checked "3 Loss of allowance requirements" or "4 Other," write the reason in the space provided within ().

Note 1: "**Newly employed**" that is eligible for receiving the unaccompanied assignment allowance refers to those who had belonged to the following institutions (only those who had full-time employment) and have been hired for continuous employment by our university (only in cases where the years of employment at the applicable institution will be counted as the number of years working at our university for the purpose of calculating the retirement allowance).

- Japanese government
- Specified incorporated administrative agency
- Local public body
- General local incorporated administrative agency, designated local incorporated administrative agency
- Government financial corporation (such as a national university corporation) etc. stipulated under Article 7-2 Paragraph 1 of the National Government Employee Retirement Allowance Act

Those who were living separately from their family while employed at a different national university corporation etc. will also be eligible for receiving the unaccompanied assignment allowance when employed by our university.

Note 2: "**Change of residence**" refers to a situation where a person who is already receiving the unaccompanied assignment allowance from our university has moved to a different place of residence.

- 2 If you do not have a spouse, the "spouse" in this form should be read differently to mean "a child living together with you until immediately before the transfer (new employment) who is 3 years old or over, and who is 18 years old or younger by next March 31."
- 3 If you selected "2 Change of residence" in the section for "Reason for filing this notice":
 - (1) If you have changed your residence, input the sections for "Your current address" and the "Transportation route, etc. from your spouse's residence to your residence."
 - (2) If your spouse has changed their address, input the sections for "Current address of your spouse" and the "Transportation route, etc. from your spouse's residence to your residence."
- 4 For the section on the "Transportation route, etc. from your address immediately before separation from your family to the workplace" and "Transportation route, etc. from your spouse's residence to your residence":
 - (1) Write the route etc. that you take when walking or using public transportation (excluding air).
However, if the only available transportation method is by ship or air, write that down as your transportation route.
 - (2) Fill out the chart in order of your route for each method used, such as by walking or for each means of transportation used (ex: JR West, JR Shinkansen, XX bus, etc.)
 - (3) Do not write anything in the space titled "Note: Determined distance."
 - (4) Under "Segment," write details such as the name of the bus stop or the JR train station.

Attachments with this form

[For new submission]

- Common requirements
 - Certificate of residence (copy) for yourself and your spouse (one that includes information on the entire household including the familial relationships)
- Documents to prove what was selected in the section for "Unavoidable reasons for living separately from spouse"
 - For "1" . . . Medical certificate issued by a doctor that shows the necessity of providing nursing care
 - For "2" . . . Student registration certificate (this certificate is not required if the child is attending a compulsory education school)
 - For "3" . . . Certificate of employment or health insurance card (copy) issued by the employer, or a student registration certificate
 - For "4" . . . Certified copy of register (copy), certificate of registration completion (copy), or registration certificate (copy)
(Please copy the part that shows that the residence is your home, or that demonstrates who has ownership)
 - For "5" . . . Certificate of attendance
 - For "6" . . . Medical certificate issued by a doctor that shows that there is ongoing treatment for an illness, etc.
 - For "7" . . . Medical certificate issued by a doctor that shows that there is ongoing treatment for an illness, etc.
 - For "8" . . . Purchase and sales contract (copy) or construction work contract (copy)
 - For "9" . . . Judgment will be made depending on the reason, so please contact the Employee Benefits Group of the Financial & General Affairs Office (Ext. 6047)

Note: You may be required to submit documents other than the above as necessary.

[For change of address]

- For yourself . . . Certificate of residence (copy) for yourself for the new address (one that includes information on the entire household including the familial relationships)
- For spouse . . . Certificate of residence (copy) for the spouse for their new address (one that includes information on the entire household including the familial relationships)

[For loss of allowance requirements]

- Divorce from your spouse . . . Certified copy of register (copy)
- Death of your spouse . . . Certified copy of register (copy) or death certificate
- Reason for starting to live together with spouse
 - . . . Your certificate of residence (copy) after having started living together (one that includes information on the entire household including the relationships)

[Other, if there have been changes in the situation of living unaccompanied by family]