

公益財団法人 国際人材協力機構

JITCO

Japan International Trainee & Skilled Worker Cooperation Organization

Overview of JITCO

Integrated Brochure I



About JITCO

Japan International Trainee & Skilled Worker Cooperation Organization (JITCO) is a comprehensive support organization for accepting foreign human resources through the Technical Intern Training Program and the Specified Skilled Worker Program.

The Organization is a public interest incorporated foundation whose business purpose is to promote the acceptance of foreign human resources and contribute to the development of the international economy and society. Its abbreviation is JITCO.

As a comprehensive support organization for foreign human resource acceptance programs, such as the Technical Intern Training Program and the Specified Skilled Worker Program, we provide the following support services to those involved in the programs:

- latest information
- seminars
- individual consultations
- support for various applications
- teaching materials

We also provide compulsory courses in the Technical Intern Training Program.

HISTORY

After being established in 1991 as the Japan International Training Cooperation Organization, we became a public interest incorporated foundation in April 2012 under the jurisdiction of the Cabinet Office. In April 2020, we changed our name to Japan International Trainee & Skilled Worker Cooperation Organization.

Establishment of a status of residence "Trainee"

Introduction of supervising-organization-type in addition to the conventional individual-enterprise-type

1990



Establishment of JITCO

1991



Establishment of the Technical Intern Training Program

Started accepting foreign human resources up to two years under the statuses of residence "Trainee" and "Designated Activities"

1993



Extension of the Technical Intern Training period for some job categories (Up to three years)

1997



Establishment of a status of residence "Technical Intern Training"

2010



Establishment of the Specified Skilled Worker Program

Establishment of a status of residence "Specified Skilled Worker"

2019



2017

Enforcement of the Technical Intern Training Act



2012

JITCO became a public interest incorporated foundation



2020

JITCO changed its name to Japan International Trainee & Skilled Worker Cooperation Organization



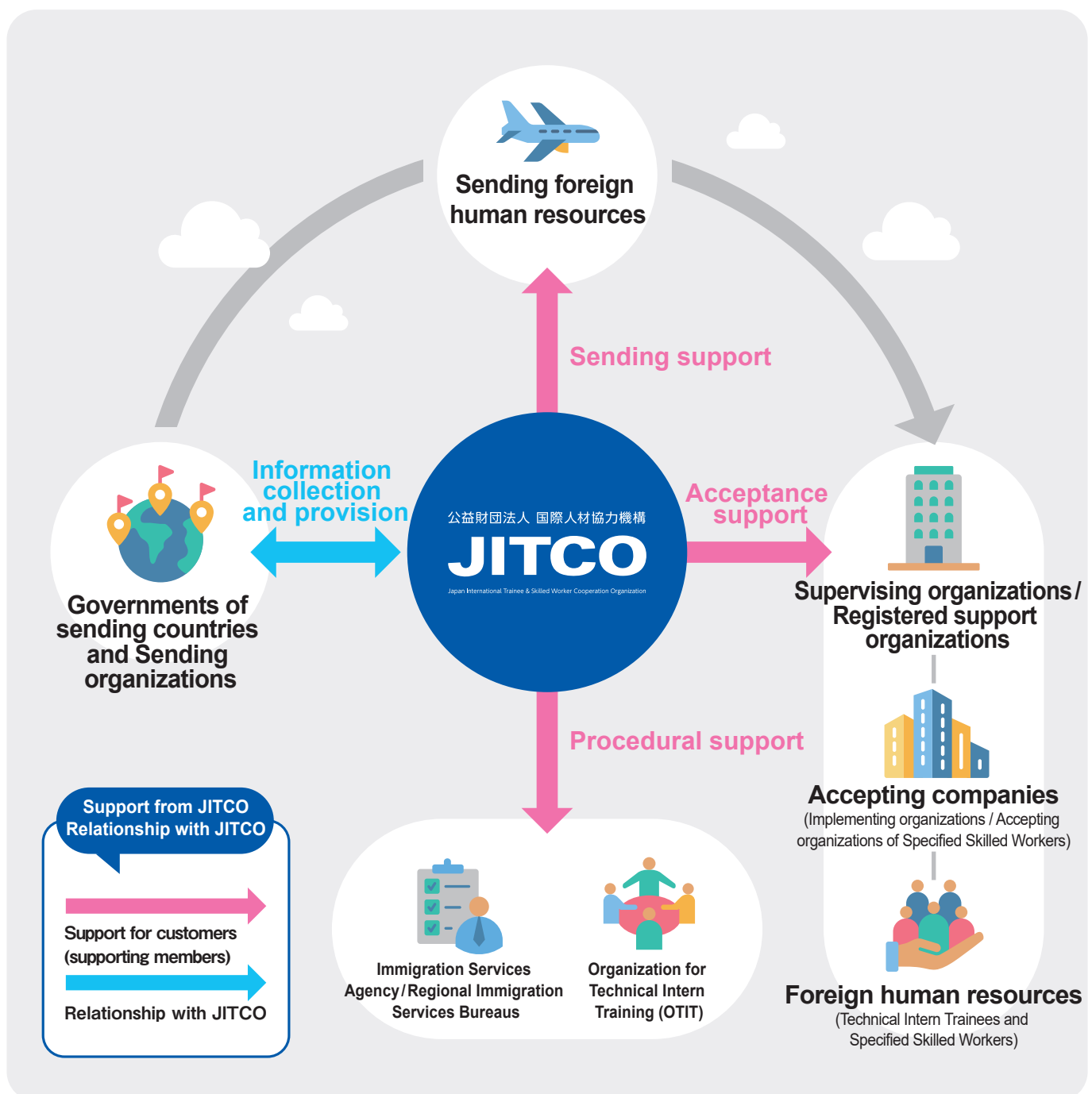
2024

Enactment of Revised Immigration Control Act and Employment for Skill Development Act



JITCO and related organizations

JITCO promotes the acceptance of foreign human resources in cooperation with related organizations. We provide a wide variety of support services to our customers, including supervising organizations, registered support organizations, and accepting companies. We also provide support for applications to the Organization for Technical Intern Training (OTIT) and Regional Immigration Services Bureaus. In addition, we provide sending support, including collection of the latest information through information exchanges with the governments of sending countries and sending organizations and provision of sending-related information to accepting entities.





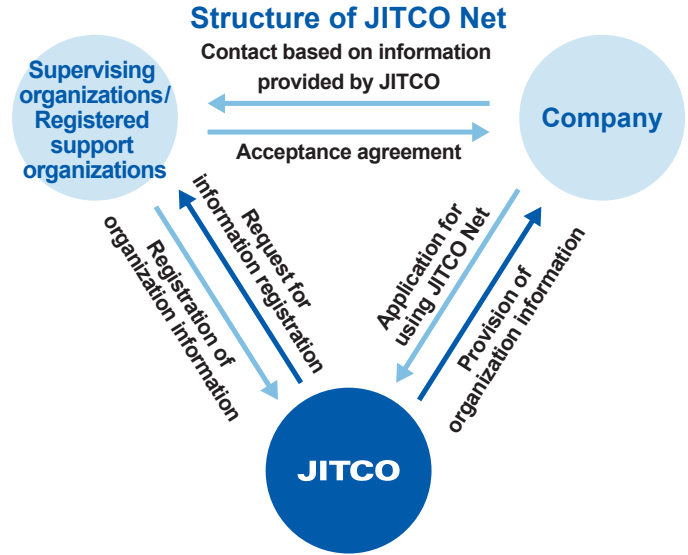
Services of JITCO

JITCO continues to provide support from before to after acceptance.

Before acceptance



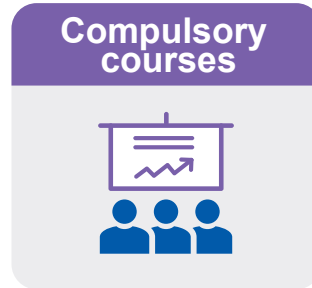
In response to requests from companies that will accept foreign human resources for the first time, we provide information (on area of activity, job categories handled, sending countries, etc.) of supervising organizations and registered support organizations listed in the JITCO database.



Before and After acceptance



We hold various seminars on a regular basis, including seminars to explain the outline of each program and the requirements for acceptance, seminars on how to prepare application documents and related laws and regulations, and seminars on Japanese language instruction for foreign human resources. We also hold seminars from time to time on topics that participants are interested in and the latest information.

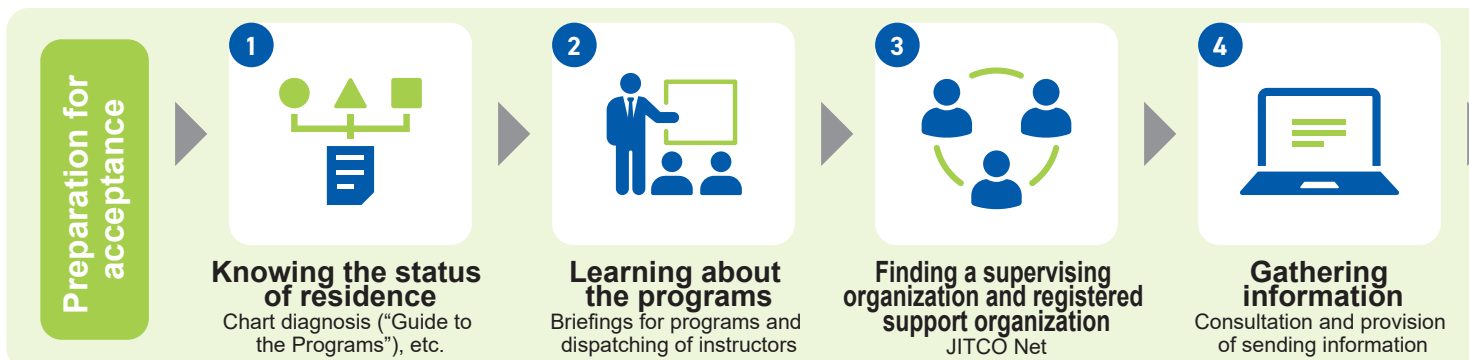


Under the Technical Intern Training Program, supervision managers and technical intern training managers are required to take compulsory courses at training course institutions authorized by the competent minister. JITCO holds compulsory courses at any time throughout Japan. The courses can also be taken online. Please take advantage of JITCO's compulsory courses.



JITCO's head office and regional offices respond to a wide range of inquiries about the programs, details of work, and other matters in general for accepting foreign human resources. In addition, upon request, JITCO staff members visit supervising organizations, implementing organizations, registered support organizations, and accepting organizations of Specified Skilled Workers to provide consultations and give advice.

■ Process for accepting foreign human resources and main services



After acceptance

Japanese language education



For those who teach Japanese to foreign nationals, JITCO provides the Japanese Teaching Materials Hiroba on its website, which contains materials and resources for teaching Japanese, as well as information on teaching Japanese. We also support Japanese language education through various seminars on the Japanese language and the Japanese Essay Contest.

JITCO Insurance



We provide JITCO Insurance for Technical Intern Trainees and Specified Skilled Workers in case of emergencies. JITCO Insurance is a group insurance policy that provides benefits for illness, injury, and liability compensation for foreign nationals. The insurance contractor is JITCO, and the subscribers are supervising organizations, implementing organizations, accepting organizations of specified skilled workers, and registered support organizations.

Latest information on the programs



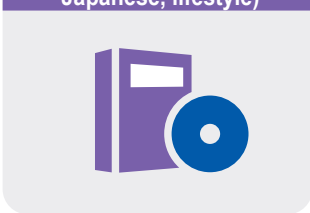
The JITCO website and official social media (X) provide the latest information on the programs. *Takehashi*, a general information magazine published four times a year, also provides the latest information on the programs. An e-mail magazine is distributed every other week to supporting members who request it, providing useful information as a priority.

Dispatching of Instructors



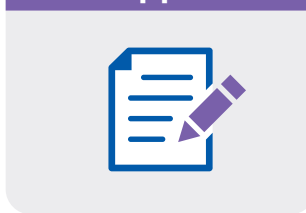
We dispatch JITCO officers and employees as instructors to seminars and in-house training held by organizations and companies. (This service is also available online.) In addition to lectures to understand and utilize the programs for accepting foreign human resources, instructors provide explanations on specialized topics by requests, such as the circumstances of the sending country and guidance for acquiring skills.

Teaching materials (Program-related, Japanese, lifestyle)



We sell a variety of teaching materials, including those related to the programs, those for teaching and learning Japanese, and those containing the knowledge necessary for living in Japan and receiving technical intern training. We also sell original DVDs for traffic safety education. Various teaching materials are available for purchase at the JITCO Teaching Material Online Shop.

Application support



After reviewing the application documents entrusted to us in advance, we submit and handle them to the Organization for Technical Intern Training and regional immigration services bureaus. We also provide review and handling services for online applications to regional immigration services bureaus. We also provide JITCO Support, a business management system that supports the preparation of application forms. (Some services are limited to JITCO supporting members)

Sending-related information (Sending countries and organizations)



In addition to providing consultations on the circumstances of sending countries and the procedures in each country, we provide information from the government agencies of sending countries and information on sending organizations. We also hold matching seminars between sending organizations and accepting organizations and briefings on the circumstances of each country. To supporting members, we provide model agreements of supervising organizations and sending organizations, as well as sending-related laws and regulations of each country.

5



Creating an environment
Compulsory courses, consultations, and Japanese language seminars

6



Submitting application forms
JITCO support, *Collection of Examples of Entries*, review and handling

Acceptance (Entry)

7



Supporting skills improvement
Various teaching materials, skills improvement seminars

8



Daily life in Japan
JITCO Insurance, teaching materials, *Tomo* (native language information magazine)



Seminars and briefings



Briefing on the Technical Intern Training Program / Briefing on the Specified Skilled Worker Program

Based on JITCO's own resume, which refers to the "operation guidelines" of each program, we give lectures on the basic matters of the Technical Intern Training Program and the Specified Skilled Worker Program in an easy-to-understand manner. Specifically, the lectures include the program structure and basic rules, such as the outline of each program, the requirements for Technical Intern Trainees / Specified Skilled Workers, and the requirements for accepting organizations, etc. The lectures are widely used by new employees and newly appointed staff of supervising organizations and registered support organizations.

Contact information

Consultancy Division,
Technical Intern Training
Affairs Department
03-4306-1160



Practical seminars on accepting foreign nationals

The seminars are held for persons in charge of practical operations at organizations and companies that accept foreign human resources, focusing on the Specified Skilled Worker Program. Based on the latest operational changes, brief explanations are provided on the procedures for smooth acceptance and points to keep in mind when preparing application and notification documents related to the status of residence. The seminars are basically held in a webinar format, but recorded seminars, which can be viewed repeatedly within a specified period of time, are also available for those who have difficulty taking time to attend. As the main textbook, *Collection of Examples of Entries* published by JITCO is used.

Contact information

Course Operations
Division, Course
Affairs Department
03-4306-1138



Seminar for Japanese language instructors

This seminar is intended for those who have little experience in teaching Japanese to Technical Intern Trainees. Participants will learn the points of Japanese language instruction, how to make an instruction plan, and how to use teaching materials. The seminar also introduces instructional ideas that can be used immediately, as well as teaching materials and content that can help foreign human resources develop their listening and speaking skills in the workplace. It also provides explanations on learning goals for Japanese language proficiency that are required under the Employment for Skill Development Program and an overview of the Japanese-Language Proficiency Test.

Contact information

Japanese Language
Education Division,
Course Affairs
Department
03-4306-1168



Seminar for speaking Easy Japanese with foreign nationals

This seminar is to learn how to communicate more smoothly with foreign nationals with beginner-level Japanese. For those who are involved in the acceptance of foreign human resources, the seminar is held in the form of a webinar on how to speak Japanese in a way that is easy for foreign nationals to understand. Participants work toward improving their communication skills with foreign nationals through exercises using Zoom's chat function to translate Japanese into easy-to-understand Japanese, as well as recommending tools to aid communication.

Contact information

Japanese Language
Education Division,
Course Affairs
Department
03-4306-1168



Special seminars

The seminars explain topics that participants may be interested in, such as the revision of the Technical Intern Training Program, the Specified Skilled Worker Program, the Employment for Skill Development Program and other timely topics.

Contact information

Consultancy Division,
Technical Intern Training
Affairs Department
03-4306-1160

Compulsory courses



Compulsory courses have been implemented since 2017 at training course institution authorized by the competent minister, targeting Supervision managers of supervising organizations (including Designated external directors and auditors), Technical intern training managers, Technical intern training instructors, and Living guidance instructors of implementing organizations under the Technical Intern Training Program. Supervision managers and Technical intern training managers are required to attend the courses every three years. Since the start of compulsory courses, JITCO has implemented the courses nationwide as a training course institution. Many people have participated in the courses. Since 2024, we have actively conducted online (non-face-to-face) courses as well.

Contact information

Compulsory Course Division, Course Affairs Department **03-4306-1156**



Procedural support (1)

Services that can be used for preparing application forms

JITCO Support

JITCO Support is a system that supports the preparation of key documents related to Technical Intern Training and Specified Skilled Worker. Once the data is entered, it is automatically reflected in each item of the documents. The documents are output in Excel format. The system can also be used on smartphones and tablets. The system is equipped with useful functions other than document preparation and provides total support for management work related to Technical Intern Training and Specified Skilled Worker. To learn how to use the system, we hold the JITCO Support Seminar on a monthly basis (free for supporting members) and have a dedicated help desk.

Contact information

Application Operations Division, Application Affairs Department
JITCO Support and Online Application Support Office
03-4306-1135

Online consultation on how to fill out application forms

Using Zoom, our specialists will carefully explain how to fill out application forms. Participants will share documents so that their questions can be resolved precisely.

Contact information

Application Planning Division, Application Affairs Department
03-4306-1126

Teaching materials

We sell teaching materials that summarize examples and points to be noted in various application forms in an easy-to-understand manner. The materials support reliable and smooth document preparation.

Contact information

Publishing Center, General Affairs Department
03-4306-1110



Procedural support (2)

Services for review, handling, and submission

Review/handling/submission and online application review/handling

Under the Technical Intern Training Program, it is necessary to prepare and submit documents for various applications and notifications to the Organization for Technical Intern Training (OTIT) and regional immigration services bureaus. Under the Specified Skilled Worker Program, it is also necessary to process procedures for various applications. JITCO provides consistent support from advance review, submission, and handling of documents to the acceptance of results, regarding applications for accreditation of Technical Intern Training Plans (Organization for Technical Intern Training) and applications for entry and residence (Regional Immigration Services Bureaus). We also provide review and handling services for online applications. In addition to online applications for Technical Intern Training, we began handling online applications for Specified Skilled Worker in November 2025 to meet a wide range of needs. JITCO receives requests for handling of online applications 24 hours a day.

We plan to provide services for the review and handling of applications for the Employment for Skill Development Program sequentially. Please take advantage of JITCO's professional services.

Contact information

First Application Division, Application Affairs Department
(Accreditation of Technical Intern Training plan / Specified Skilled Worker)

03-4306-1130

Second Application Division, Application Affairs Department
(Technical Intern Training)

03-4306-1140

Application Operations Division, Application Affairs Department
(Online application reviewing and handling)

03-4306-1187

Sending-related information



Provision of information on sending countries and sending organizations

We provide consultations by phone and online regarding the circumstances of sending countries and country-specific procedures. Our website provides information on sending organizations and video clips of sending countries. We also hold seminars to introduce the circumstances and human resources of the countries.



On-site surveys

Through regular consultations and on-site surveys with the government agencies of sending countries, we obtain information on the countries and provide an overview of the programs and information on Japanese language learning to the government agencies of the sending countries and sending organizations.



Support for building relationships between sending organizations and accepting organizations

We support the establishment of relationships between sending organizations and accepting organizations through matching seminars and online matching. To supporting members, we provide model agreements of supervising organizations and sending organizations, as well as the sending-related laws and regulations of each country that are necessary for applying for employment placement.

Contact information

International Affairs Division, International Affairs Department **03-4306-1151**

Information
on becoming
supporting
members

We seek new JITCO supporting members

JITCO's business activities are funded by membership fees (donations) from supporting members. We kindly ask for your support as a supporting member, with your agreement to JITCO's founding principles and business objectives.

Benefits for supporting members

JITCO supporting members can use various services for free or at preferential prices. The benefits for supporting members can also be used by their subsidiaries (implementing organizations and accepting organizations of Specified Skilled Workers) registered by supporting members (supervising organizations, registered support organizations, etc.).

Preferential prices for compulsory courses, seminars, and teaching materials

Free use of JITCO Support for the preparation of various application forms

Preferential prices for review, submission, and handling of application forms

Provision of detailed information on sending countries and sending organizations, etc., model agreements of supervising organizations and sending organizations, and sending-related laws and regulations of each country

Provision of a page for supporting members, a dedicated e-mail magazine, and the general information magazine *Kakehashi*

Scan here for details.

<https://www.jitco.or.jp/ja/member/index.html>



We accept applications for membership at any time. For information on how to become a member and an overview of member benefits, we prepare a leaflet providing detailed information. Please contact JITCO head office or the person in charge of a JITCO regional office.

Contact: Supporting Member Division, General Affairs Department, JITCO TEL.03-4306-1163

公益財団法人 国際人材協力機構

JITCO

Japan International Trainee & Skilled Worker Cooperation Organization

Head office Igarashi Building, 2-11-5 Shibaura, Minato-ku, Tokyo 108-0023 (Reception on the 11th floor)

TEL 03-4306-1100 (Representative)

FAX 03-4306-1112

HP <https://www.jitco.or.jp/>

E-mail kouhou@jitco.or.jp



- Nearest station**
- 8-minute walk from JR Tamachi Station (Shibaura Exit)
 - 10-minute walk from Mita Station (A4 Exit) on the Toei Asakusa Line and Mita Line
 - 10-minute walk from Shibaurafuto Station on the Yurikamome Line

JITCO regional offices

Sapporo

Sapporo Kita-Sanjo Building 6th Floor,
Kita-3-jo Nishi 3-1, Chuo-ku, Sapporo-shi,
Hokkaido 060-0003

TEL.011-242-5820 / 5821

FAX.011-207-6056

Sendai

AIG Sendai Building 8th Floor,
1-8-3 Ichiban-cho, Aoba-ku, Sendai-shi,
Miyagi 980-0811

TEL.022-263-8030 / 8031

FAX.022-263-8032

Tokyo

Igarashi Building 11th Floor,
2-11-5 Shibaura, Minato-ku, Tokyo 108-0023

TEL.03-4306-1190

FAX.03-4306-1117

Nagano

Nagano Tokio Marine & Nichido Building 2nd Floor,
1081 Minamiagata-machi, Nagano-shi,
Nagano 380-0836

TEL.026-291-7811 / 7812

FAX.026-291-8920

Nagoya

Pola Nagoya Building A 7th Floor,
2-9-26 Sakae, Naka-ku, Nagoya-shi, Aichi 460-0008

TEL.052-217-2310 / 2311

FAX.052-217-2313

Osaka

Osaka Ekimae Daiichi Building 7th Floor,
1-3-1 Umeda, Kita-ku, Osaka-shi, Osaka 530-0001

TEL.06-6344-9521 / 9522

FAX.06-6344-9523

Hiroshima

Hiroshima Shimizu Building 5th Floor,
8-2 Kamihatchobori, Naka-ku, Hiroshima-shi,
Hiroshima 730-0012

TEL.082-224-0253 / 0263

FAX.082-502-3238

Takamatsu

Takamatsu Maruta Building 6th Floor,
4-3-11 Kotobuki-cho, Takamatsu-shi,
Kagawa 760-0023

TEL.087-826-3748

FAX.087-811-7845

Fukuoka

Nippon Seimei Hakata Ekimae Daini Building 3rd Floor,
4-1-1 Hakata Ekimae, Hakata-ku, Fukuoka-shi,
Fukuoka 812-0011

TEL.092-414-1729

FAX.092-415-5548