

Tutoring Service Documentation Procedures for AY2024

- Submit all the documents to the Student Support Section of the Academic Service Office of the corresponding area to which the international student belongs.
- You need to submit “Tutor Application Form”, register your account for payment in the “Payee Information, etc. Application system” before you act as a tutor. After the tutoring period is over, please submit the “Activity Report” as well.
- If you don’t submit the above documents and register your account, the remuneration won’t be paid.
- As a rule, documents without the academic advisor's and the international student's respective signature or seal will not be valid. (Note: "academic advisor" here refers to the international student's academic advisor.)

1 Submit the “Tutor Application Form” (before getting started as a tutor)

- Make a guidance plan that does not exceed **30 hours**.
- Consult with the international student’s supervisor about the guidance plan and have them sign the form.
(If the guidance plan isn’t signed or sealed, it won’t be accepted)
- Draw a diagonal line in the month’s columns you won’t tutor.
- You can start being a tutor **after** you submit the “Tutor Application Form” to the academic office

2 Bank account registration (before getting started as a tutor)

- Register your bank account to which the remuneration will be transferred using the following system (the remuneration will be based on the Activity Report).

★「振込先等申請システム」(Payee Information, etc. Application system)

URL : <https://fu-shinsei.sec.tsukuba.ac.jp/mng/mypage/login/index>

- Please select one of the following transfer options: "Salaries, Travel Expenses, Honoraria, etc." or "Travel Expenses, Honoraria, etc. Only".
- If you have already been registered in the system, you do not need to do it again. However please make sure that your registered account is still available and that the transfer category is "Salaries, Travel Expenses, Honoraria, etc." or "Travel Expenses, Honoraria, only".

3 Submit the "Activity Report" after the tutoring period is over (by Oct- 7th for the 1st term and by Feb- 5th for the 2nd term)

- Have the international student and their supervisor confirm and sign the form. (As a rule, an Activity Report without a sign or a seal won't be accepted.)
- If you support more than one international student at the same time, the number of hours of support for each individual student will be calculated by dividing the hours by the number of students.
(e.g.)If you help two international students are for four hours at the same time, the number of hours per student is two hours.
- If, in addition to tutoring, you receive a remuneration from TA, RA, and/or other on-campus activities, **make sure that the total doesn't exceed 20 hours per week.**
- Submit the Activity report before the international student goes home.
- **Corrections must be crossed out and a correction seal must be affixed. Correction tape is not allowed.**
- If you cannot obtain the academic advisor's signature or seal on the activity report by the submission deadline, because they are away on a business trip or for some other reason, please obtain an electronic signature or attach a copy of an e-mail showing he/she checked the report.
- When you bring the Activity Report to the Academic Service Office, please bring the same seal you used to sign it, just in case.
- Please record the date, time, and contents of each activity, and make sure to fill in the information correctly when you prepare the report. Please report your tutoring hours in 15-minute intervals.
- We would also appreciate it if you could answer the questionnaire on page 2 of the Activity Report.

4 **“Change of Tutor Information Notification”**

- If your personal information changes, such as your address or your name, please submit the form named "Change of Tutor Information Notification".

(If you have changed the address of your deposit account, please update the information in “Payee Information, etc. Application system” as well)

5 **Notes if you use a seal to sign the documents**

- Please use the same seal for each document to be submitted. If you have lost your seal and need to change it, please notify the Academic Service Office.
- Don't use a "*Shachihata*" (self-inking stamp). (The same applies to the academic advisor.)

6 **Remuneration**

- Remuneration is 1000 yen per hour.
- Based on the submitted Activity Report, the remuneration will be transferred to the bank account registered in the " Payee Information, etc. Application system “.
(The amount of the remuneration is subject to income tax, so the taxable amount will be deducted from it.)
- Please ask to the Academic Service Office to which you submit “Activity Report” about when the remuneration will be paid. (Not to Division of Student Exchange.)

※If you have any questions, please contact the Academic Service Office (Student Support or Academic Affairs).

Submission of the Activity Report (for each term)

Deadline : 1st term 2024/10/7 (Mon)

2nd term 2025/2/5 (Wed)

Submit to the Corresponding Academic Service Office to which the international student belongs

※Not to Division of Student Exchange