

Okayama University Tutor Guide

October 2022



OKAYAMA UNIVERSITY

GLOBAL GATE FOR LEARNING



What is a Tutor?

- A tutor is a student who provides individual assistance outside class time for daily life support and education/research to international students who have recently arrived in Japan. This assistance is provided for a fixed amount of time and under the guidance of the international student's advising professor. The purpose of the tutor system is to improve the international student's daily life and enhance study and research achievements, to encourage the tutor student to develop an interest in international understanding and cooperation, and to strengthen educational efficacy.
- Even international students who already speak Japanese well may feel anxious about daily life in a foreign culture. Thus, as well as providing support focusing mainly on study in the university, the tutor student must perform the crucial role of support for building the basis for daily life in a foreign culture. Please give your support to the international student as the first "supporter" or "friend" he or she meets at the university.



Contents

1. Tutor Activities and the Spread of Infection by the Novel Coronavirus	
1-1 Things to bear in mind	4
1-2 Examples of practicing the “New Lifestyle”	6
2. Tutor Activity Contents	
2-1 Outline of flow of activities.....	8
2-2 Checking the international student’s information.....	9
2-3 Support immediately after arrival.....	11
2-4 Support while residing in Japan.....	24
2-5 Support when returning to the home country.....	25
3. Tutor Activity Checklist	
3-1 Acts not recognized as tutor activities.....	26
3-2 Tutor activity period, Maximum number of hours for tutor support.....	27
3-3 Cautions regarding tutor activities.....	28
3-4 Documents to be submitted (after being recruited as a tutor).....	30
3-5 Documents to be submitted (after performance of tutoring).....	31
4. Inquiries	34
5. Reference Flowchart	
Flowchart of procedures from the city office to opening a bank account.....	35



Wear a mask and maintain
a physical distance of 2m



1. Tutor Activities and the Spread of Infection by the Novel Coronavirus

1-1 Things to bear in mind

- In the Okayama University Guidelines on Activity Restrictions, during periods when **Levels 3 & 4** are enforced for Educational and Research Activities and Entry of students to campuses, direct face-to-face guidance is prohibited even when off-campus. Please switch to **online guidance using e-mail, LINE, Skype, ZOOM, etc.**
- In the Okayama University Guidelines on Activity Restrictions, during periods when **Levels 1.5 & 2** are enforced for Educational and Research Activities and **Level 2** is enforced for Entry of students to campuses, while providing guidance mainly online, it is also permitted to give the usual face-to-face guidance for short times. However, when giving face-to-face guidance, thorough coronavirus infection countermeasures must be taken and guidance on campus is restricted to places where entry is permitted.
- In the Okayama University Guidelines on Activity Restrictions, during periods when **Level 1** is enforced for Educational and Research Activities and for Entry of students to campuses, it is possible to carry out the usual face-to-face guidance while still making use of online guidance. However, when giving face-to-face guidance, please ensure that thorough coronavirus infection countermeasures are taken.
- Please practice the “**new lifestyle**” as shown on p.6-7 of this guide for coronavirus infection countermeasures such as thorough implementation of handwashing, mask wearing and maintaining a physical distance.
- For the latest Okayama University Guidelines on Activity Restrictions, please check the following webpage regularly.

<https://www.okayama-u.ac.jp/tp/profile/aboutcoronavirus.html>





Wash hands frequently.
Please use a liquid disinfectant
if available.

-
- The period of isolation and the isolated location are different depending on which country or area you came from and whether you have a proof to have taken an corona vaccine or not. Accordingly, how to proceed in Okayama university varies.

- Depending on the situation, alterations in the method for providing guidance may be made. As you will be informed of these changes through the Global human resource Department website and by Okayama University mail (@s.okayama-u.ac.jp), please check regularly for the latest information.

<https://intl.okayama-u.ac.jp/en/staff/students/tutor/>



- (Reference) the Global human resource Department website
<https://intl.okayama-u.ac.jp/en/covid/>



- (Reference) Ministry of Foreign Affairs of Japan website
[Border enforcement measures to prevent the spread of novel coronavirus \(COVID-19\)](#)

https://www.mofa.go.jp/ca/fna/page4e_001053.html



- (Reference) Ministry of health, Labour and Welfare
<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>



1-2 「新しい生活様式」の実践例

(1)一人ひとりの基本的感染対策

感染防止の3つの基本:①身体的距離の確保、②マスクの着用、③手洗い

- 人との間隔は、できるだけ2m(最低1m)空ける。□会話をする際は、可能な限り真正面を避ける。
- 外出時や屋内でも会話をすると、人との間隔が十分とれない場合は、症状がなくてもマスクを着用する。ただし、夏場は、熱中症に十分注意する。
- 家に帰ったらまず手や顔を洗う。人混みの多い場所に行った後は、できるだけすぐに着替える、シャワーを浴びる。
- 手洗いは30秒程度かけて水と石けんで丁寧に洗う(手指消毒薬の使用も可)。

※ 高齢者や持病のあるような重症化リスクの高い人と会う際には、体調管理をより厳重にする。

移動に関する感染対策

- 感染が流行している地域からの移動、感染が流行している地域への移動は控える。
- 発症したときのため、誰とどこで会ったかをメモにする。接触確認アプリの活用も。
- 地域の感染状況に注意する。

(2)日常生活を営む上での基本的な生活様式

- まめに手洗い・手指消毒 □咳エチケットの徹底 □こまめに換気(エアコン併用で室温28℃以下に)
- 身体的距離の確保 □「3密」の回避(密集, 密接, 密閉)
- 毎朝の体温測定, 健康チェック。発熱又は風邪の症状がある場合はムリせず自宅で療養
- 一人ひとりの健康状態に応じた運動や食事、禁煙等、適切な生活習慣の理解・実行



(3)日常生活の各場面別の生活様式

買い物

- 通販も利用
- 1人または少人数ですいた時間に
- 電子決済の利用
- 計画をたてて素早く済ませ
- サンプルなど展示品への接触は控えめに
- レジに並ぶときは、前後にスペース

娯楽, スポーツ等

- 公園はすいた時間, 場所を選ぶ
- 筋トレやヨガは、十分に人との間隔をもしくは自宅で動画を活用
- ジョギングは少人数で
- すれ違うときは距離をとるマナー
- 予約制を利用してゆったりと
- 狭い部屋での長居は無用
- 歌や応援は、十分な距離かオンライン

公共交通機関の利用

- 会話は控えめに
- 混んでいる時間帯は避けて
- 徒歩や自転車利用も併用する

食事

- 持ち帰りや出前, デリバリーも
- 屋外空間で気持ちよく
- 大皿は避けて, 料理は個々に
- 対面ではなく横並びで座ろう
- 料理に集中, おしゃべりは控えめに
- お酌, グラスやお猪口の回し飲みは避けて

イベント等への参加

- 接触確認アプリの活用を
- 発熱や風邪の症状がある場合は参加しない

I -2 Example of practicing "New Lifestyle"

(1) Basic infection prevention measures for each person

Three basics for preventing infection:

① Keeping physical distance, ② wearing a mask, ③ washing hands

- Keep a distance of two meters as much as possible, or at least one meter, between two persons
- Avoid standing right in front of each other during conversation as much as possible
- When outside or even indoors, wear a mask when talking or when there is not enough space between others, even if there no symptoms. In summer, however, be careful of heat stroke.
- Wash your hands and face immediately after returning home, followed by changing clothes and taking a shower as soon as possible
- Carefully wash your hands with water and a soap for approximately 30 seconds (also possibly with hand sanitizer)

※Pay more attention to your health, especially when meeting those who may have a high risk of serious symptoms, such as the elderly or people with chronic diseases.

Infection prevention related to traveling

- Refrain from traveling to and from where the infection is prevailing
- Keep a record of the people you meet and the time of meeting in case you get infected. Utilize contact verification
- Carefully follow how the infection is prevailing locally

(2) Basic lifestyle for daily life

- Wash and sanitize hands frequently
- Make sure to observe coughing etiquette (by covering your mouth)
- Ventilate frequently
- Keep physical distance
- Avoid the three Cs.
1. closed spaces with poor ventilation 2. Crowded places with many people near by 3. close-contact setting.
- Check your health condition and measure body temperature every morning
Do not force yourself to go out, and stay home if you have symptoms of fever or cold
- Understanding and practicing appropriate life style choices such as exercise, diet, smoking cessation, etc, according to each individual health condition.



(3) Lifestyle for each scene of daily life

Shopping

- Use online shopping
- Shop by yourself or in a small group, at off-peak hours
- Use electronic payment
- Plan your shopping in advance and shop quickly
- Refrain from touching displays like samples
- Keep a distance while lining up at the cashier

Leisure, Sports etc.

- Select places like parks at off-peak time
- Keep enough space between others for working out or yoga or make use of videos at home.
- Jog in a small group
- Keep a distance as etiquette when passing others
- Utilize booking systems for leisure
- Do not stay long in small rooms
- Keep a distance or stay online for singing or cheering others

Public Transports

- Refrain from chatting
- Avoid peak-hours
- Take a walk or ride a bike if possible

Meals

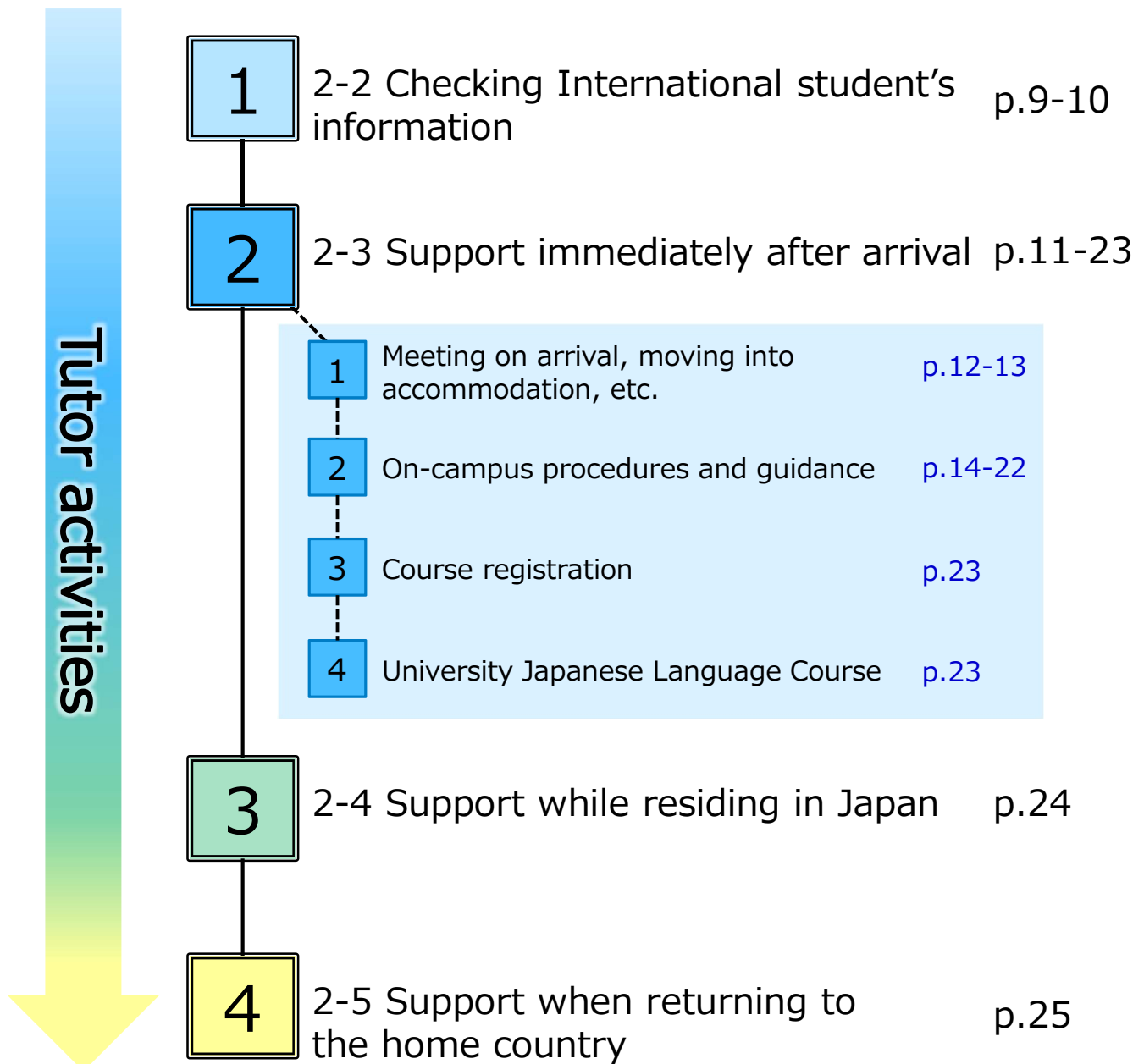
- Take away or delivery
- Enjoy meals at outside spaces
- Serve individually, avoid sharing plates
- Do not sit face-to-face, rather besides
- Concentrate on eating, refrain from chatting
- Avoid pouring drinks for others, sharing glasses or sake cups

Participation in Events

- Utilize contact verification apps
- Decline participation when you have symptoms of fever or cold

2. Tutor Activity Contents

2-1 Outline of flow of activities



2-2 Checking the international student's information

- At Okayama University, necessary procedures differ depending, for example, on the admission status of the international student and whether he or she is receiving a scholarship. Firstly, please check the information about the international student you are tutoring.

<Basic information on the student you are tutoring>

Personal information: Please ensure you handle it appropriately.

Katakana	
Name (Alphabet/Chinese characters)	
Home country	
Address in Japan	
Mobile phone number/email address	
Status of admission	Regular student (undergraduate, graduate) / Non-regular student (research student, special auditing student, special research student, Japanese studies student (NIKKENSEI), Teacher training student (KYOKENSEI))
Period of admission	
Name and contact details of advising professor	
Whether or not receiving a scholarship	

■ **Katakana**

→ Please use the same katakana spelling for all procedures.

Ex. City Office (National Health Insurance card), opening a bank account, mobile phone contract, etc.

■ **Status of admission**

→ Procedures differ depending on the Okayama University admission status.

Ex. City Office (Exemption from National Pension payment, etc.), course registration, etc.

■ **Period of admission**

→ Confirming beforehand when the student will arrive and when he or she will return home helps to make for a smoother flow of procedures immediately after arrival and before returning to the home country.

■ **Whether or not receiving a scholarship**

→ MEXT Scholarship (scholarship provided by the Japanese Government)

Honors scholarship for Privately-Financed Students ("Gakushu-Shoreihi")

Hue Scholarship

Other private scholarship

JASSO Scholarship (Some short-term international students, e.g. special auditing students, special research students, etc.)

Privately funded (= no scholarship)

* Scholarships from foreign (other than Japanese) governments are treated as "privately funded" in this guide.

■ **Other items to check**

→ Besides language, daily life customs also differ. It is important to check whether the international student has any religious or other circumstances that need to be taken into account in normal daily life customs. (Examples are the consumption of alcohol or certain kinds of foods, prayer times, and so on.)

It is not necessary to support *everything*.
 Please give support for all kinds of procedures while communicating when necessary with the international student's advising professor and the international student you are tutoring.



2-3 Support immediately after arrival

Day of arrival	□ Meeting the international student on arrival (* Please consult with advising professor) ... p.12
	□ Moving into the dormitory / help with searching for an apartment ... p.13
	□ Shopping assistance after arrival
Soon after arrival	□ Procedures at the city office ... p.14
	□ Opening a bank account ... p.17
	□ Procedures for taking out insurance ... p.20
	□ Guidance for all kinds of orientations, etc. ... p.21
	□ Help with mobile phone contract ... p.21
	□ Tour of the campus, research labs and other facilities
	□ Tour of the university surroundings ... p.22
	□ How to separate trash ... p.22
By start of classes	□ Course registration ... p.23
	□ Procedure for the University Japanese Language Course ... p.23

1. Meeting the international student on arrival



When meeting the international student on arrival, there are many things you need to bear in mind, such as this is the first time you will meet each other, whether the flight is on time or not, problems possibly occurring at customs, and so on.

The International Affairs Department sends an Okayama University access guide to all new international students, and since many international students will be able to reach the university by themselves, please consult with the advising professor about whether or not it is necessary to meet the international student on arrival.

<Meeting location>

- Please meet the international student at Okayama Station or at Okayama Airport.

<Things to bear in mind when meeting on arrival>

- Carry a photograph of the international student so that you are able to recognize him or her when you meet.
- Prepare a welcome sign, etc.
- Prepare steps you can take in case there is a miscommunication, or the flight is delayed, and you are unable to meet the international student.
- Ensure you have contact details for the international student and the advising professor.



2. Moving into the dormitory / Help with searching for an apartment

<Students who will live in the International Students Dormitory>

For students starting in October, it is possible to move into the dormitory from September 24. Please help with registration, as necessary, in accordance with the dormitory reception hours shown in the table below.

Kuwanoki Dormitory, International Student Shared House	
Weekdays	9am – 6pm
Saturdays, Sundays, Holidays	11am – 4pm

International House, Fukui Dormitory	
Weekdays	9am – 5pm
Saturdays	10am – 2pm
Sundays, Holidays	No Reception

International students who will be living in the International Student Shared House should register at Kuwanoki Dormitory.

International students who will be living in the Fukui Dormitory should register at International House.

※From September 24 to October 2, reception hours will be extended

Kuwanoki Dormitory, International Student Shared House	International House, Fukui Dormitory
9am-9pm	9am-7pm

<Private apartments>

International students who are not able or did not choose to live in the dormitories above will need to search for a private apartment

When searching after arrival in Japan, it will be necessary to search for an apartment by inquiring at the Okayama University CO-OP (Peach Union) or at a real estate company in the area.

When crowded, the procedures may take 4 hours or more. If you go in the evening, it may not be possible to take the procedures.

To avoid crowded times, please visit the city office soon after it opens at 8:30am.



3. Procedures at the city office

■ Pick up documents related to the city office procedures.

Go to the International Affairs Department office (1F, General Education Building C) to pick up the documents.

- City office procedures are necessary for international students who will stay in Japan for a period exceeding 3 months.
- When the documents have all been filled out, please visit the city office ensuring you have ample time for the procedures.

■ Take the procedures at the city office.

1. **Registration of address** (Within 14 days after obtaining an address in Japan)
2. **Subscribing to the National Health Insurance system**
3. **Subscribing to the National Pension system and taking the procedure for exemption from payments** (20 years of age or over)
4. **Obtaining a copy of the residence certificate**
(Only for students receiving a scholarship)
 - For use when opening a bank account.
 - Please obtain a certificate that shows the My Number.
 - **As this is not issued immediately**, it is necessary to obtain this on a later date.
 - Issuance fee, 300-yen, is needed for the copy of residence certification.

***Window No.1 on the first floor of Okayama City Office is an exclusive window for non-Japanese people.**

<What to bring for the procedures>

- **Passport** • **Residence Card** (if student has one)
- **Student ID** (if student has one)
- **Change of residence notification**
- **National Health Insurance Declaration of Revenue Income Status**
- **Request form for a copy of residence certificate** (Yellow form)
(Only for students receiving a scholarship)
- **JPY 300 for issuance of certificate**
(Only for students receiving a scholarship)



<Procedures at the city office during the isolation period>

It is necessary to take the procedure for registration of residence at the city office within 14 days after obtaining an address in Japan, but in the case that the international student you are tutoring is in isolation due to the impact of the novel coronavirus, it is not necessary to complete the procedure.

Please take the procedures at the city office after the isolation period is over.

<Timing of sending the residence card and health insurance card>

If the international student does not hold a residence card, the residence card will be sent by post to the address that has been registered in one or two weeks after taking the procedures. The health insurance card will also be sent by post in about one week.

<Subscription to the National Pension system>

Subscription to the National Pension scheme is compulsory under law even for international students who are 20 years of age or over. However, since almost all international students are eligible for exemption from pension payments, please take the procedure for exemption and so on at the same time as taking the subscription procedure. As procedures differ depending on the acceptance status of the international student, it may be necessary to show a student ID, etc. when taking procedures.



Illustration: "Urgent" stamp for the Request form for a copy of the residence certificate (Yellow form)



<Requesting a copy of the residence certificate with My Number on it>

This is only necessary for students receiving a scholarship. These students will receive a "Request form for a copy of the residence certificate" (Yellow form) when documents related to the city office procedures are given out. Please check that the "Urgent" has been stamped on the request form, as in the illustration, and take it to the city office as it is.

This form is not provided to privately funded international students. Please request the form at the city office if it is required.

<Obtaining a copy of the residence certificate with My Number on it>

It is necessary for students receiving a scholarship to visit the Okayama City Office, etc. at a later date to obtain the copy of the residence certificate with My Number on it. Please confirm roughly when the copy can be issued. Further, the copy can also be obtained at the Okayama City Passport and Citizens' Service Corner on the basement 1F of the Okayama International Center. We recommend you obtain the copy there as it is less likely to be crowded.

In addition, it is not permitted to obtain the copy at Kitakata Post Office. Please observe this request from the post office.

<Letter of Notification of the My Number Personal Number >

For all international students who have completed the procedures at the city office, a "Letter of Notification of the My Number Personal Number" will be delivered their homes by post after about 3 weeks. Previously, a "notification card" was delivered, but this was altered to a "Letter of Notification of the My Number Personal Number" from May 25, 2020.

The My Number is required to open a bank account and for all kinds of contracts, but this personal number notification letter cannot be used as a "document proving a My Number" or as an "ID". It is necessary to apply for the issuance of a copy of the residence certificate (with My Number) or a My Number card, as needed.

Documents, etc. required for opening a bank account differ depending on the bank. We recommend that you also apply for a cash card.



4. Opening a bank account

■ In the case of a student who is receiving a scholarship

Go to the International Affairs Department office (1F, General Education Building C) to pick up the documents.

MEXT Scholarship, Honors Scholarship, Hue Scholarship and JASSO Scholarship recipients, please open a [Yucho Bank \(Japan Post Bank\)](#) account.

■ Other students

As banks are very crowded in April and October period, please wait a while before going to the bank unless you are in a hurry.

■ Yucho Bank website for opening an account

For those wishing to open a Yucho Bank account, procedures at the bank can be made smoother by filling out an application form online, then printing it out and taking it to the bank with you.

**Yucho Bank website
for opening an account**
*16 languages supported



<What to take with you for the procedure>

- Residence card •Student ID •Personal seal
- Document proving My Number (Ex. copy of residence certificate with My Number on it)
- Official document to show name spells in Katakana, Japanese.
(Ex. Copy of application for pension or national health insurance card)
- ID Number in your home country (if student has one)



<Cautions when opening a bank account>

It is very difficult for an international student who does not yet understand Japanese well to open a bank account by him/herself. If it is judged that the person cannot communicate effectively, the bank may refuse to open an account. Assistance by a tutor may be helpful, but in the case of the Chugoku Bank it is necessary to have a university professor or member of the office staff accompany the international student to the bank.

Further, at times when the bank is likely to be crowded, during April and late September to October, please ensure that you arrive at the bank to take the procedures by 2pm. There is a possibility to take a time for the procedure and be completed on the next day if arriving after 2pm.

Opening a bank account for international students is becoming stricter every year in order to prevent crime and fraud. When you open a bank account, you will be asked to confirm the purpose of using the account.

Additionally, please inform the international student of the following cautions after opening a bank account.

- Update the bank passbook at least once a month
- Before returning to the home country, the bank account must be closed by the account holder in person
(* This cannot be delegated to a third person)
- When the period of residence in Japan has been renewed, you must take your residence card and the bank passbook to the bank and complete the procedure at the counter.
(* Failure to do so will result in the bank account being frozen)



<Closing a bank account before returning to the home country>

Please inform the international student that he or she must, without fail, close the bank account before returning to the home country at the end of the period of study. If the student returns to the home country without closing the account, the account may be frozen. This means that it will not be possible to use the account if or when the student returns to Japan to study again. As some scholarships cannot make scholarship payments to any account except the one designated, the tutor should also confirm that the international student has closed his or her account before returning to the home country.

<Student ID>

Students will receive a Student ID about a week after entering the university. Students, such as those who are receiving a scholarship, who need to open a bank account quickly can complete the procedure using a "Certificate of Student Status" (for regular students) or a "Certificate of Enrollment" (for non-regular students) instead of the Student ID.

<Making a personal seal>

Please ensure that you make a personal seal before visiting the bank to open an account, even if you buy one at a 100-yen store. A seal with Chinese characters that approximate the pronunciation of your name are also acceptable. However please do not purchase a seal, e.g. made by Shachihata, with automatic ink dispensing. These seals cannot be used for official documents. Also, A seal can be made for about 1000-yen.

<ID Number in your home country>

If you have an ID Number in your home country, it is required when opening a bank account. Please take care: If you do not check your ID Number beforehand, it may not be possible to open an account.

Ex. Tax Identification Number, Social Security Number, National Insurance Number, Identity Card Number, etc.

To know which insurance policy to take out, please check at the faculty or research department the international student belongs to.



5. Procedures for taking out insurance

Okayama University asks that all students subscribe to either Student Comprehensive Mutual Insurance or Personal Accident Insurance for Students Education and Research (or *Gakkensai*).

The University CO-OP Student Comprehensive Mutual Insurance

- The coverage depends on the type of insurance to join.
- JPY 5,800 – JPY 19,000 per year (Includes JPY 4,000 CO-OP membership fee)
- Membership fee returned in full if you take procedures before returning to the home country

University
CO-OP

Personal Accident Insurance for Students Pursuing Education and Research (PAS)

- JPY 650 for the basic policy. For personal injury

Liability Insurance for Student Pursuing Education and Research (LSR)

- JPY 340 – JPY 500 per year
- Against injury to other persons or damage to other people's property.

Student Support Division,
Academic Affairs Department

6. Guidance for all kinds of orientations, etc. and help with mobile phone contract

Campus Life Orientation (Compulsory)

For details, please check the website of the Global Human Resource Department (*See p.55 in Preparation Guide)



Dormitory Orientation (Compulsory for intl. students who will reside in a dormitory)

*Details will be provided when you move into the dormitory.



Purchasing a SIM card (Only for students wishing to contract for a SIM card)

For details, please check the website of the Global Human Resource Department (*See p.59 in Preparation Guide)



Medical Checkup (Compulsory)



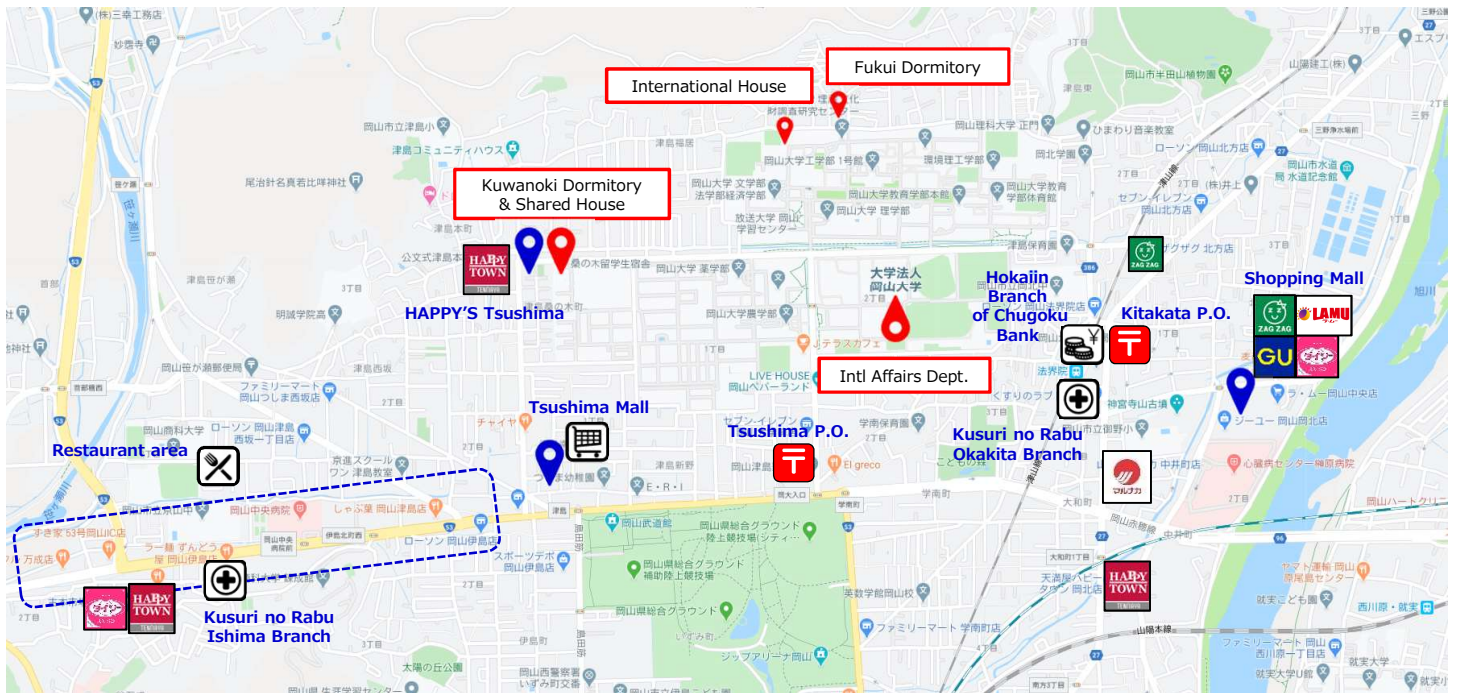
Please check the Health Service Center website below and make an appointment through the medical checkup reservation system.



As mobile phone plans and contract conditions are difficult even for students with a high level of competence in Japanese to understand, it is advisable that, as far as possible, the tutor give support when taking out the contract.



7. Tour of the university surroundings and how to separate trash



■ Please prioritize places to eat and places related to money.

- Convenience stores, supermarkets, restaurants, eateries
- Banks, post offices, ATMs
- Others: Recycle stores, mobile phone stores, ¥100 stores, DIY stores, etc.

■ Please confirm how to separate trash with the international student while taking care over the following cautions

- Whether to throw out trash using the **designated Okayama City (yellow) trash bags**
- When to throw out flammable trash
- How and when to throw out non-flammable or “resource” trash
- For international students living in the international student dormitories, not observing the rules on trash separation and throwing out trash in the dormitory guide will be treated as an **infringement of the rules**.



8. Course registration and procedures for the University Japanese Language Course

■ Course registration

How to take courses will be explained to international students in the orientations, etc. in the faculties, research departments and accepting programs that they belong to.

Please offer support to the international student you are tutoring if the student faces difficulties with course registration.

■ Procedures for the University Japanese Language Course

The University Japanese Language Course consists of Japanese language classes that all Okayama University international students can take regardless of the faculty, etc. they belong to. Priority for the course is given in order of registration. The procedure is different whether Students have studied Japanese previously or not and on enrollment status. Please check for details on the Center for Liberal Arts and Language Education website.

Center for Liberal Arts and
Language Education website



If you are not clear about the scope of the tutor's duties, please consult with the advising professor, the International Affairs Department, etc.

2-4 Support while residing in Japan

- ❑ Tutoring and consultation on lectures, research, experiments, practical classes, etc.
- ❑ Support for round-table classes and for seminar preparation and reports
- ❑ Supplementary checking of reports, research papers, etc.
- ❑ Use of facilities related to the field of specialization
- ❑ Explanation of special terminology
- ❑ Japanese language tutoring
- ❑ Introductions to and explanations of Japanese culture and customs
- ❑ Study support for graduate school entrance exams, etc.
- ❑ Accompaniment in the case of going to a hospital



When you are unsure about university procedures, please check at the International Affairs Department or at the faculty or research department, etc. the international student you are tutoring belongs to.

Act early; do not wait until the last minute.

2-5 Support when returning to the home country

- ❑ Issuance of certificate of achievement, certificate of completion, etc.
- ❑ Report the scheduled departure date and flight to the faculty or research department the international student belongs to.
- ❑ Procedures for moving out of the dormitory or apartment, etc.
 - Take care over the notified deadline for moving out.
- ❑ Procedures for closing the bank account
 - Scholarship recipients and students who have automatic debits or transfers in the month when returning to the home country need to take care about the date when they close their bank account.
- ❑ Procedures at the city office for moving out of the city
 - It is necessary for the international student to take his/her passport and residence card to the city office.
 - Take the procedures for withdrawal from the National Health Insurance system, hand back the insurance card, and ensure that unpaid insurance premiums are fully paid.
- ❑ Terminating contracts for utilities, etc.
 - Inform the electricity and gas companies and the waterworks department of the day of vacating the apartment, etc. and pay off any outstanding charges.
 - Terminate mobile phone and Internet contracts.



3. Tutor Activity Checklist

3-1 Acts not recognized as tutor activities

- Meals, sightseeing, transport by car, etc. Acts not related to support for daily life, education and research are not recognized as tutor activities.
- While online activities are permitted, it is limited with support only for students who have already arrived in Japan.



3-2 Tutor activity period,
Maximum number of hours available for tutor support

SUPPORT PERIOD:

September 24, 2022 to February 14, 2023

**For international students
enrolling from October 2022 to January 2023**

SUPPORT PERIOD:

February 1, 2023 to March 10, 2023

**For international students
enrolling from February 2023 to March 2023**

Maximum number of hours available for tutor support

- If an admission status of the international student you tutor is a Regular student, Research student, or KYOKENSEI
: Up to 25 hours during the support period
- If an admission status of the international student you tutor is a Special auditing student, Special research students or NIKKENSEI (the period of study is 5 months and more)
: Up to 15 hours during the support period

CAUTION

3-3 Cautions regarding tutor activities

- Tutor activities cannot be performed unless the tutor student has subscribed to a compensation system such as the *Gakkensai*.
- As a rule, please perform up to 4 hours of activities per day between 7am and 10pm. The number of activity hours per week should not exceed 20 hours at the most.
- Including tutoring, it is possible to perform activities for a total of up to 7 hours 45 minutes per day in paid employment as a TA, etc. but as activities performed for more than 5 hours consecutively are not recognized, please take rest periods of 1 hour during activities.
(Ex.) Perform activities for 4 hours between 8am and 12pm, then for 3 hours 45 minutes between 1 pm and 4:45pm.
- Even if tutoring hours exceed maximum number of hours available for tutor support, the allowance will not be paid for the extra time. Tutoring for less than the maximum number of hours is perfectly acceptable.

CAUTION

-
- It is possible for one tutor to tutor more than one international student, but **please avoid tutoring more than one international student at the same time**. Only the allowance for tutoring one international student will be paid.
 - Two tutors can tutor one international student, but **please avoid tutoring the same international student at the same time**.
 - In the case that the tutor or the international student in question is employed as a TA or part-time researcher, or in the case of participation in a class, research trip, workshop, business trip, academic association meeting, overseas travel, paper presentation meeting, etc., **tutoring cannot be performed at the same time**. Tutoring is possible on Saturdays, Sundays and other holidays. Please also be careful regarding days necessary for travel.
 - In the case that the tutor is an international student, since tutor duties are considered to be extra-status activities, please ensure that, *in combination with other part-time work*, the total time worked **does not exceed 28 hours per week**. Infringements are liable to disciplinary action under the Immigration Law.

After being recruited as a tutor, please submit the following documents as soon as possible

3-4 Documents to be submitted (after being recruited as a tutor)

To be submitted by tutor student

1) Registration form of your bank account

- Unnecessary if already submitted.
- Please submit in the case of a change of student number due to advancing to graduate school, etc.
- Please submit in the case of a change in bank account.
- This is a different document from the one submitted for employment as a TA, part-time office staff or medical staff. Please submit this document if you have not previously engaged in paid duties, travel to academic association meetings, etc.

2) Notification Letter for the My Number

(* **Submit to counter at the International Affairs Department**)

- Envelopes are available at the International Affairs Department.
- Since personal information is included, **submission by university mail is not permissible.**

3) Copy of bank passbook (first page)

- Only **international students** who submit 1.

※ Allowances cannot be paid for submissions after the deadline.

3-5 Documents to be submitted
(after performance of tutoring)

To be submitted by the tutor student

4) Post-tutoring report

- Please fill out in tutor's own handwriting
- Please have the advising professor of the international student tutored and the international student place their seal on or sign the report.
- Please submit the report as **one page printed on both sides**.
- As there are frequent mistakes in the reports, as far as possible, **bring the tutor student's personal seal to the International Affairs Department counter when submitting the report.**

CAUTION

**The final deadline is
February 15, 2023 (Wed)**

For the tutors who supported the international students,
enrolling from October 2022 to January 2023

**The final deadline is
March 13, 2023 (Mon)**

For the tutors who supported the international students,
enrolling from February 2023 to March 2023

表面より、

年月日	指導時間	時間数	年月日	指導時間	時間数
小 計					
合 計					2

- 記入要
Must be filled.
- 合計は必ず申請時間内
The total working hours must not exceed the hours applied for.
- 上限 15 または 25 時間
The upper limit is 15 or 25 hours.

上記のとおり、指導を受けました。

留学生氏名(自署)： ○○ ○○○ (学生番号： 87654321))
(Name) (Student ID)
 ※全て自筆。署名は名前が読み取れること。
 フリックボールペン不可。

担当していた留学生の署名をもらって下さい。
 Please ask the international students to fill in their names in their own hand writing.

上記のとおり、指導を実施したことを確認しました。

指導教員： ○○ ○○○ 印

 ※全て自筆。または記名押印。署名は名前が読み取れること。
 押印は自動印（インク内蔵のもの）不可。
 フリックボールペン不可。

チューターがついていた留学生の指導教員の署名と印をもらって下さい。
 Please have the tutored international student's advising professor enter his/her name and add seal impression.

指導日について、他の業務等と重複しないことを確認しました。

事務部確認者 所属： _____
 氏名： _____ 印 _____ 印
 ※全て自筆。または記名押印。署名は名前が読み取れること。
 押印は自動印（インク内蔵のもの）不可。
 フリックボールペン不可。

記入不要
 Do not write here.



4. Inquiries

International Affairs Department

Place: 1F, General Education Building C (Tsushima Campus)

Phone: 086-251- 7079

Email: dde7046@adm.okayama-u.ac.jp (All inquiries)

International Affairs Department Shikata Office

Place: 1F, Administration Office Building (North)
(Shikata Campus)

Phone: 086-253-6554

Email: dde7046@adm.okayama-u.ac.jp (All inquiries)

5. Reference Flowchart

Flowchart of procedures from the city office to opening a bank account
(Tutor Guide p.14-19)

- Yes
- No
- Proceed

