

Okayama University Tutor Guide

October 2023



OKAYAMA UNIVERSITY

GLOBAL GATE FOR LEARNING

What is a Tutor?

- Tutors are students who, under the guidance of the international student supervisor, devote a certain amount of time to provide individualized extracurricular guidance to international students who have just arrived in Japan, in terms of daily life support, education, and research. The purpose of this program is to **improve the students' lives, study, and research results**, as well as to **promote the tutors' interest in international understanding and cooperation**, and to achieve educational effects.
- Even international students who are fluent in Japanese may have concerns about living in a different culture. Tutor students play an **important role** in assisting students not only with their studies on campus but also in helping them build a foundation for living in a different culture. As the first point of contact for many international students at the university, tutors are often seen as their first supporter or friend. Please support international students in their transition to university life and help them feel welcome in a new cultural environment.



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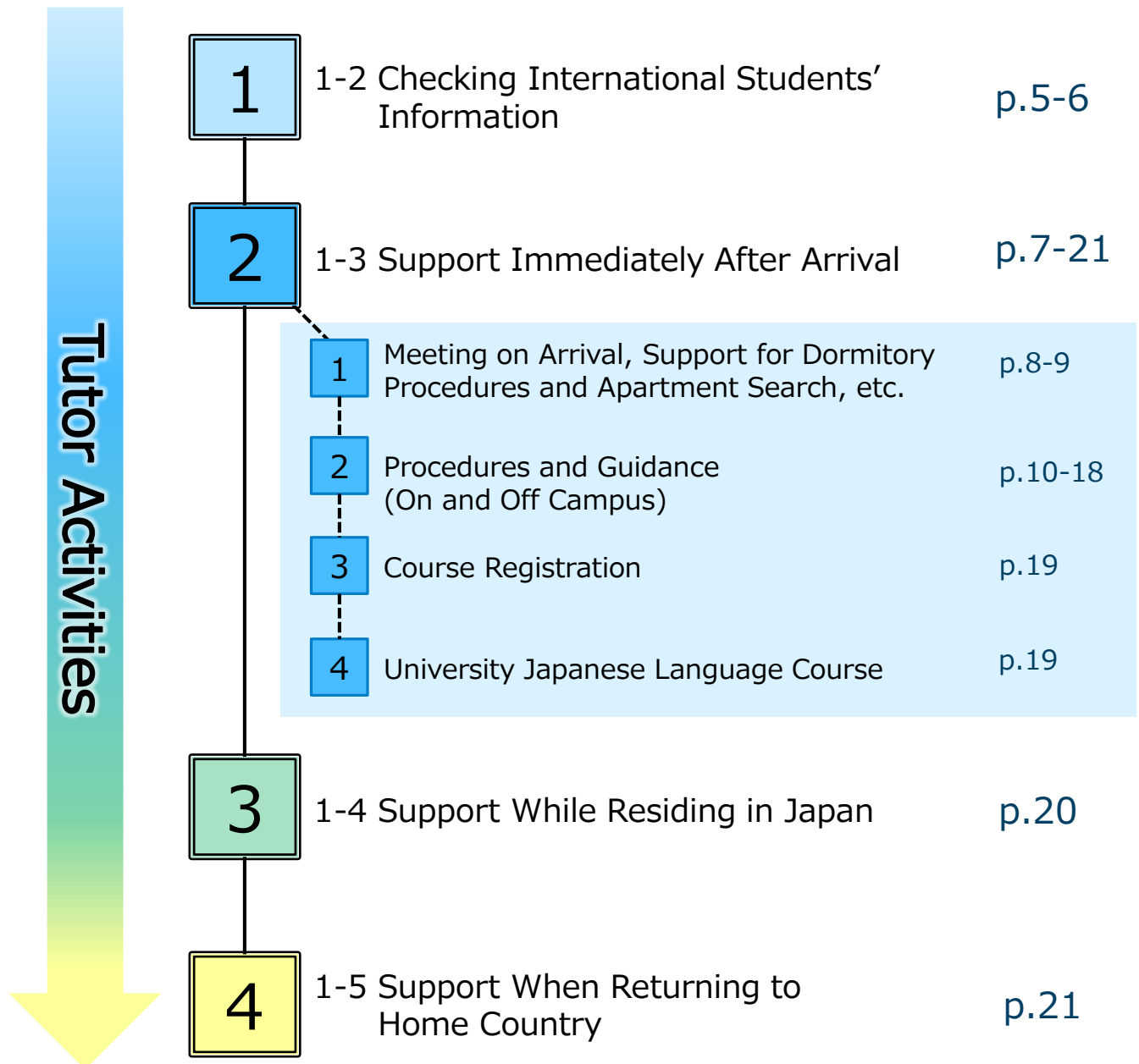
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1. Tutor Activity Contents

1-1 Outline of Flow of Activities



Preparation Guide for New International Students

This guide is designed to provide new international students with the necessary information and procedures before and after their arrival in Japan. Tutors are also advised to check this guide for smooth guidance.

<https://intl.okayama-u.ac.jp/support/admissions/preparationguide/>



1-2 Checking the International Students' Information

- At Okayama University, necessary procedures differ depending, for example, on the status of the international student and whether or not they are receiving a scholarship. Therefore, it is important to confirm the basic information about the international student you are tutoring.

<Basic information on the student you are tutoring>

Personal information: Please ensure you handle it appropriately.

Furigana	
Name (Alphabet/Chinese characters)	
Home country	
Address in Japan	
Mobile phone number/email address	
Student status	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 study	
Name and contact details of advising professor	
Whether or not receiving a scholarship	

■ **Furigana**

Please use the same katakana spelling for all procedures.

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

■ **Student status**

The procedures at OU vary depending on the student's status.

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

■ **Period of study**

By confirming in advance the arrival and return dates to Japan, it will be easier to follow up on the necessary procedures upon their arrival and before their departure back to their 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, the lifestyle is different. It is important to check for and take into account any religious or daily lifestyle restrictions (e.g., alcohol, food, prayer, etc.) that should be considered.

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.



1-3 Support Immediately After Arrival

Day of
arrival

- Meeting the International Student on Arrival p.8
(*Please consult with advising professor)

- Support for Dormitory Procedures p.9
and Apartment Search

- Shopping Assistance After Arrival

Soon
after
arrival

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By start
of
classes

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1. Meeting the International Student on Arrival



When meeting the international student upon arrival, there are many things you need to keep 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 more.

The International Affairs Department provides an Okayama University access guide to all new international students. As many of them are able to reach the university by themselves, please consult with the advising professor about whether or not it is necessary to meet them upon arrival.

<Meeting location>

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

<Things to bear in mind when meeting on arrival>

- Prepare a photo of the international student so that you are able to recognize them when you meet.
- Prepare a welcome sign, etc.
- Prepare steps you can take in case there is 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 their advising professor.



2. Support for Dormitory Procedures and Apartment Search

<Students who will live in Dormitory for International Students>

October enrollees can move into the dormitories from **September 24**. Please assist with the check-in process as necessary, referring to the reception hours specified in the table below.

	International Student Shared House	Kuwanoki Dormitory	International House	Fukui Dormitory
Weekdays	9:00 am - 6:00 pm		9:00 am - 5:00 pm	
Saturdays	11:00 am - 4:00 pm		10:00 am - 2:00 pm	
Sundays and Holidays	11:00 am - 4:00 pm		No Reception	
Note	Reception for International Student Shared House is at Kuwanoki Dormitory.		Reception for Fukui Dormitory is at International House.	

From September 24 to September 26, reception hours will be extended.

International Student Shared House	Kuwanoki Dormitory	9:00 am - 9:00 pm
International House	Fukui Dormitory	9:00 am - 7:00 pm

<Private apartments>

International students who are unable to move into the above dormitories or choose to decline this option must find private apartments. If searching after arriving in Japan, please inquire at the Okayama University Co-op (Peach Union) or nearby real estate companies.

When crowded, the procedures may take over four hours to complete, and it may not be possible to complete them if you arrive in the evening. To avoid crowds, it is advisable to go soon after the office opens at 8:30 am.



3. Procedures at City Office

■ Pick up documents at the Int'l Affairs Department

- The International Affairs Department office is on the 1st floor of the General Education Building C.
- Procedures at City Office is required for students staying in Japan for more than **three months**.
- Please allow enough time when you visit City Office.

■ Complete procedures at 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** (20 years of age or over)
4. **Obtaining a copy of the residence certificate**

(Only for students receiving a scholarship)

- Necessary for opening a bank account.
- Please obtain a certificate that shows "My Number" on it.
- **A fee of 300 yen is required to obtain a copy of the residence certificate.**
- **Window No.1 on the first floor of Okayama City Office is an exclusive window for foreign nationals.**

What to bring

- Passport
- Residence Card (if student has one)
- Student ID card (if student has one)
- Application for Residence Registration
- 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)

Sample entry and access to City Office
<https://intl.okayama-u.ac.jp/en/support/admissions/orientation/>





<Procedures at City Office during recuperation>

After determining your address, it is required to complete procedures at City Office within 14 days. However, if the international student you are tutoring is recuperating from an infectious disease or other reasons, it is not necessary to complete the procedures. Please go to City Office after recuperation.

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

If the international student does not have a residence card, the residence card will be sent by post to the address that has been registered in one to 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 system 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 at the same time as taking the subscription procedure. As procedures differ depending on the student status of the international student, it may be necessary to show a student ID card then.

<Individual Number ("My Number") Notice>

For all international students who have completed the procedures at City Office, a "Individual Number Notice" will be delivered their homes by post after about 3 weeks. Previously, a "notification card" was delivered, but this was altered to a "Individual Number Notice" from May 25, 2020.

My Number is required to open a bank account and for all kinds of contracts, but this Individual Number Notice cannot be used as a "document certifying 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.



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

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 shown below, and take it to City Office as it is.

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



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

<Obtaining a copy of the residence certificate with My Number on it> For non-scholarship recipients

You can request the certificate and receive it on the same day, starting **one week after** the registration of residence. It can be obtained not only at Okayama City Office but also at the **Okayama International Center's Okayama City Passport Citizen Service Corner on the B1 floor**. It can also be obtained at Kitakata Post Office, but please follow the rules as the post office asks not to request from them.

Note that a fee of 300 yen is required for issuance.

Once the procedure is completed, a passbook will be issued on the spot. However, it may be sent by mail at a later date. Your cash card will also be sent by mail at a later date.



4. Opening a Bank Account

■ For scholarship recipients:

Please receive the necessary documents at the International Affairs Department (1st floor, General Education Building C). Recipients of MEXT Scholarship, Honors Scholarship, Hue Scholarship, and JASSO Scholarship are required to open a bank account at [Japan Post Bank](#).

■ For non-scholarship recipients:

Opening a bank account is not mandatory. If the international student you are tutoring wishes to open an account, it is recommended to wait a while as it gets crowded in April and October.

■ Opening a Japan Post Bank account:

Please fill out the application form from the website below in advance and bring the printed form to the window if possible. The website is available in a total of 16 languages, including English, Chinese, and Vietnamese.

Japan Post Bank – Opening a bank account

https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php



What to bring *There are slight differences depending on the bank

- Residence Card
- Student ID card or Certificate of student status
- Personal seal (self-inking stamp is not acceptable)
- Copy of residence certificate with “My Number” on it or My Number card
- Official documents that can confirm the student's katakana name (pension application copy, national health insurance card, etc.)
- ID Number of home country (if student has one)



<Cautions when opening a bank account>

It can be very challenging for international students who do not yet have a strong understanding of Japanese to open a bank account on their own. If it is determined that the individual is unable to communicate effectively, the bank may refuse to open an account. Assistance from a tutor can be helpful, but in the case of Chugoku Bank, it is necessary to have a university professor or staff accompany the international student to the bank.

Additionally, during busy times such as April and late September to October, it is important to arrive at the bank **before 2pm** to ensure that you have enough time to complete the necessary procedures. If you arrive after 2pm, there is a possibility that the process may take longer and may need to be completed on the following day.

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.

After opening a bank account, please inform your tutored student of the following instructions:

- Record their transactions in the passbook at least once a month.
- When returning to their home country, it is their responsibility to close the account themselves. They cannot delegate this task to someone else.
- If they extend their period of stay in Japan, they need to bring their residence card and passbook to the bank and complete the necessary procedures at the window. If this process is not completed, there is a possibility that their account will be frozen.



<Student ID card>

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 use a “Certificate of Student Status” for regular students or a “Certificate of Enrollment” for non-regular students instead of a Student ID card.

<Making a personal seal>

Be sure to purchase a personal seal before opening a bank account. A seal with Chinese characters that approximate the pronunciation of name of the student you are tutoring are also acceptable, but please note that ink-included stamps like Shachihata cannot be used. Seals can be purchased at 100-yen stores, or you can have a seal made in your name at a seal shop for about 1,000 yen.

<ID Number in home country>

If they have an ID Number in their home country, it is required when opening a bank account. Please take care: If they do not check their 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.

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

Please inform your tutored student that they must close the bank account before returning to their 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 may 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 they have closed their account before leaving.

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



5. Procedures for Taking Out Insurance

Okayama University requires all students to take out one of the insurances, 1 to 3.

1. 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 procedures are taken before returning to the home country.

University
CO-OP

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

- JPY 650 for the basic policy. For personal injury.

2. 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 Dept.

3. Comprehensive Insurance for Students Lives Coupled with Gakkensai

- Coverage period can start from as short as one month and you can choose your coverage type.
- The application process can be completed online.
- Information about the insurance will be distributed along with city office documents for new international students at the International Affairs Department.

International
Affairs Dept.

6. Guidance for All Kinds of Orientations, etc. and Support for Mobile Phone Contract

Please review [Preparation Guide for New International Students](#) p. 48-52 with your tutored student and check the dates, times, and things to bring.

Campus Life Orientation **Compulsory**

Information on immigration, safety and crime prevention, health management, student life, daily life, etc. are explained for int'l students to achieve a meaningful student life.

<https://intl.okayama-u.ac.jp/en/support/admissions/orientation/>



Dormitory Orientation **Compulsory** for dormitory residents

This is to inform new residents of the rules and expectations for living in the dormitory.



Purchasing a SIM card

Only for those who are interested

We have special SIM plans and fees for OU students. SIM cards can be purchased on the day of the info sessions, which will be held after Campus Life Orientations.

<https://intl.okayama-u.ac.jp/en/support/admissions/orientation/>



Medical Checkup **Compulsory**

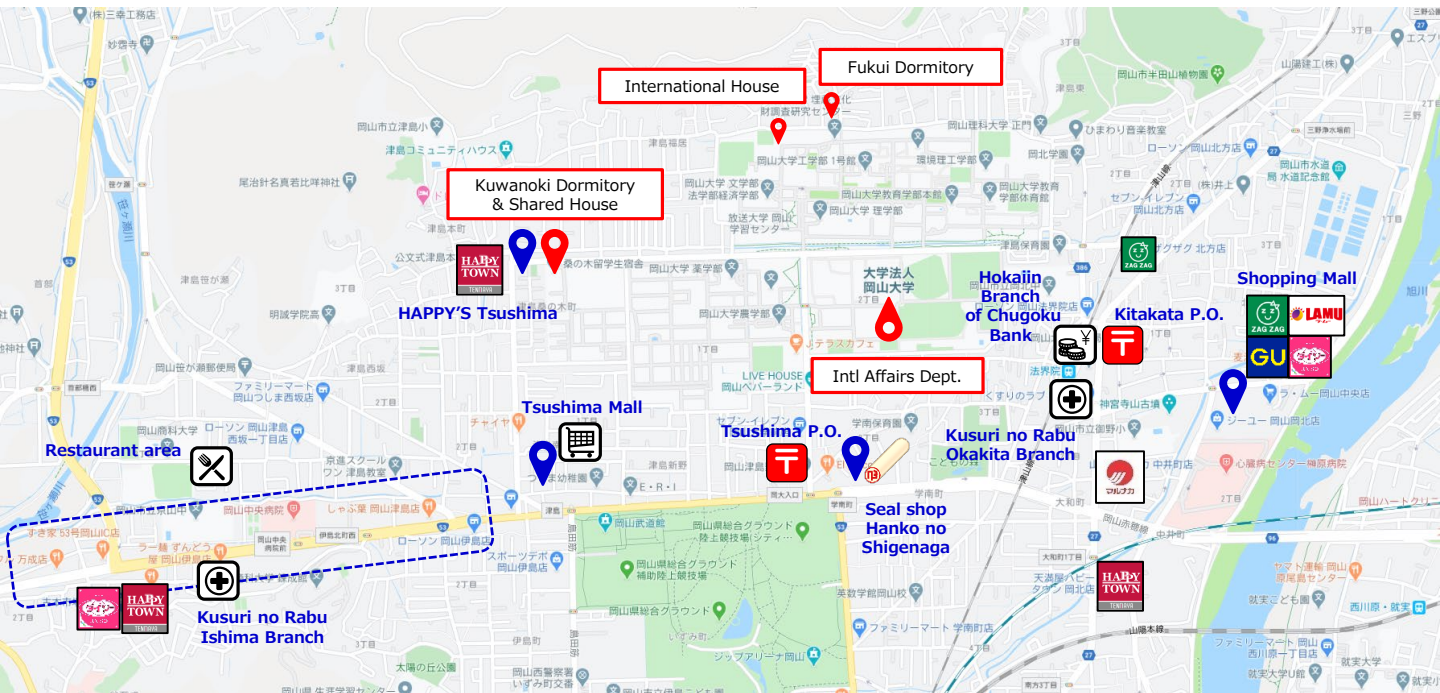
Please check the Health Service Center website below and make an appointment through the medical checkup reservation system.

<https://www.okayama-u.ac.jp/user/hokekan/english/index.html>





7. Tour of the University Surroundings and How to Separate Trash



■ Introduce new students to places where food and money are involved as a priority.

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

■ Review with them how to separate trash, noting the following.

- 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
- International students living in the dormitory will be **issued a warning card** if they do not follow the rules for separating and disposing of trash as stated in the Rules and Regulations.





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, graduate school, or programs that they belong to.

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

■ 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 or graduate school they belong to. When registering for the course, the procedure may vary depending on whether the student has previously studied Japanese or their student status at Okayama University. Please check the following website.

Center for Language Education,
Institute for Promotion of Education and Campus Life

<https://www.ipec.okayama-u.ac.jp/language/japanese/>



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

1-4 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.

1-5 Support when returning to Home country

- ❑ Issuance of certificate of achievement, certificate of completion, etc.
- ❑ Report the scheduled departure date and flight to the faculty or graduate school your tutored student belongs to
- ❑ Procedures for moving out of the dormitory or apartment
 - 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 their passport and residence card to 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.



2. Tutor Activity Checklist

2-1 Acts Not Recognized as Tutor Activities

- Activities such as having meals, sightseeing, and transportation services that are **not related to supporting students' academic, research, and daily life** are not recognized as tutoring activities.
- While online activities are permitted, they are only allowed for international students who are currently residing in Japan. **Simply receiving updates on their current situation** does not qualify as tutoring activities.



2-2 Cautions Regarding Tutor Activities

- As a general rule, the following apply to tutoring activities:

- ✓ Activities should be conducted between **7AM** and **10PM**.

- ✓ Up to **4 hours** of activity per day.

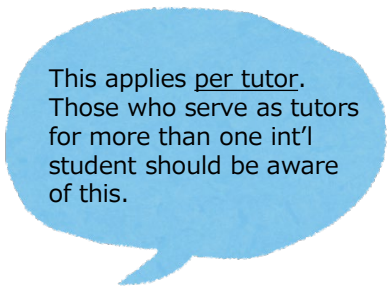
- ✓ The total working hours, including other employment or paid work such as TA, should not exceed **7 hours and 45 minutes** per day.

*This should include one-hour break.
Continuous activity for more than 5 hours is not allowed.
For example, you may work 4 hours from 8AM to 12PM,
and 3 hours and 45 minutes from 1PM to 4:45PM.

- ✓ The total working hours, including other employment or paid work such as TA, should not exceed **29 hours** per week.

- ✓ If an international student works as a tutor, their total working hours, including other part-time jobs, should not exceed **28 hours** per week.

*Tutoring is considered a non-qualified activity, and violation may result in disciplinary action under the Immigration Control Act.



This applies per tutor.
Those who serve as tutors
for more than one int'l
student should be aware
of this.



-
- If a tutor exceeds the maximum allowable working hours for tutoring, no additional compensation will be paid for the extra hours worked. It is not a problem if the tutor works below the maximum hours.
 - 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**.
 - If a tutor or tutored international student is employed as a TA or part-time researcher, or participates in classes, research trips, training, business trips, conferences, overseas travel, or paper presentations, **tutoring cannot overlap with those activities**. Tutoring is possible on Saturdays, Sundays, and holidays. Please also be careful regarding days necessary for travel.
 - Tutor cannot work **unless the tutor student has subscribed to a compensation system such as the Gakkensai**.



2-3 Period and Number of Hours Available for Tutor Activities

Period

- For international students enrolling from October 2023 to January 2024
➔ **Sep. 24**, 2023 – **Jan. 31**, 2024
- For international students enrolling from February to March, 2024
➔ **Feb. 1**, 2024 – **Mar. 10**, 2024
- For JICA students
➔ **Sep. 24**, 2023 – **Feb. 14**, 2024

Maximum number of hours

In case the student status of the tutored student is

- Regular student, research student, or teacher training student
➔ Total **25 hours** or less during the period
- Special auditing student, special research student, or Japanese studies student (period of study is 5 months and more)
➔ Total **15 hours** or less during the period
- New JICA students
➔ Total **75 hours** or less during the period
(**50 hours** for already enrolled JICA students)

2-4 Documents and Deadlines for Submission (after the tutor is assigned)

Deadline for Submission:

For tutors hired in Oct. or Nov. ➡ Thu, **Nov. 2**, 2023

For tutors hired in Dec. or Jan. ➡ Tue, **Jan. 9**, 2024

For tutors hired in Feb. or Mar. ➡ Tue, **Mar. 5**, 2024

1. Registration Form of your bank account

+ Copy of bankbook (Only international students who tutor)

- People who **need** to submit
 - ✓ Those who are new to tutoring
 - ✓ Those who tutored before but their student ID number has changed due to going on to higher education or other reasons
 - ✓ Those who submitted the form for employment as a TA, part-time staff, medical staff, etc. (You need to submit this because it is handled differently!)
- People who DO NOT need to submit
 - *Those with current student ID number
 - ✓ who tutored before and whose account information has not changed.
 - ✓ who submitted in the past for on-campus paid work, travel to conferences, etc.

2. My Number Notification Form

Please submit this form at the International Affairs Department office.

Submission by on-campus mail cannot be accepted.

No payment will be made after the deadline.

2-5 Documents and Deadlines for Submission (after conducting tutor activities)

Deadline for Submission: Must be met!!

For tutors hired

from October to June ➡ Fri, **February 2**, 2024

for JICA students ➡ Fri, **February 16**, 2024

from February to March ➡ Tue, **March 12**, 2024

1. Post-tutoring Report

- ✓ **Print both sides to make it as one sheet** and fill it out with a **ballpoint pen**.
- ✓ Must be filled in by the tutor in their own handwriting.
- ✓ The signatures of the tutored international student and their academic advisor are required.
- ✓ Please submit the form at the International Office. We will check for any incompleteness on the spot.
 - *Shikata Campus: Submit to the IAD Shikata Office (1F, Admin Office Bldg.)
 - *Kurashiki Campus: Submit to the IPSR office.
 - *Misasa Campus: Submit to the IPM office.
- *If you did not do any tutor activities, you do not need to submit the form. Please notify the International Affairs Department by email.

両面印刷して1枚で提出してください

Print both sides and make this as one sheet.

ボールペンで記入すること。署名は名前が読み取れること。

別紙

2023年度外国人留学生特別指導「チューター制度」実施報告書

【チューター学生】

氏 名: 岡山 花子 (学生番号: 12345678)

※留学生の場合は、英語でパスポート通り記載。

住 所：〒****-****

岡山市×××××●●アパート●●●号室

生年月日：****年**月**日

電話番号: 080-1234-5678 ※毒類不備があった時に連絡します。

同期間に大学で雇用されているか、もしくは謝金業務を行ったか: はい (内容: TA) ・いいえ

※全て自筆。署名は名前が読み取れること。

フリクションボールペン不可。

下記のとおり、指導を実施しましたので報告します。

留学生指導内容（※全て自筆）：（例）レポートの日本語確認、銀行口座開設補助

Ex: Checking Japanese in reports, assistance in opening a bank account

留学生指導目及び指導時間（※全て自筆。訂正するときは、二重線をひくこと。）

具体的に記入してください。
Please provide specific details.

[illegible]

記入要
Required

裏面に続く

・1回原則4時間以内

As a rule, one tutoring session is limited to 4 hours.

・指導時間は、原則として7時～22時の間

As a rule, tutoring hours should be between 7:00 a.m. and 10:00 p.m.

・「*H*」は不可

Do not use a ditto mark (//).

修正テープ、修正液使用不可

Do not use correcting tape or correcting fluid.

・訂正は二重線をひく

When correcting, cross out with a double line.

- ・日にち順に記入すること

Fill in the order of the date of the tutoring activity.



3. Inquiries

International Affairs Department

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

Phone: 086-251-7439

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)

4. Reference Flowchart

Flow chart of procedures from City Office to opening a bank account

(Tutor Guide p.10-15)

→ Yes
→ No
→ Proceed

