

Okayama University Tutor Guide

April 2024



OKAYAMA UNIVERSITY

GLOBAL GATE FOR LEARNING

What is a Tutor?

- Tutors are students who, under the guidance of the international student's 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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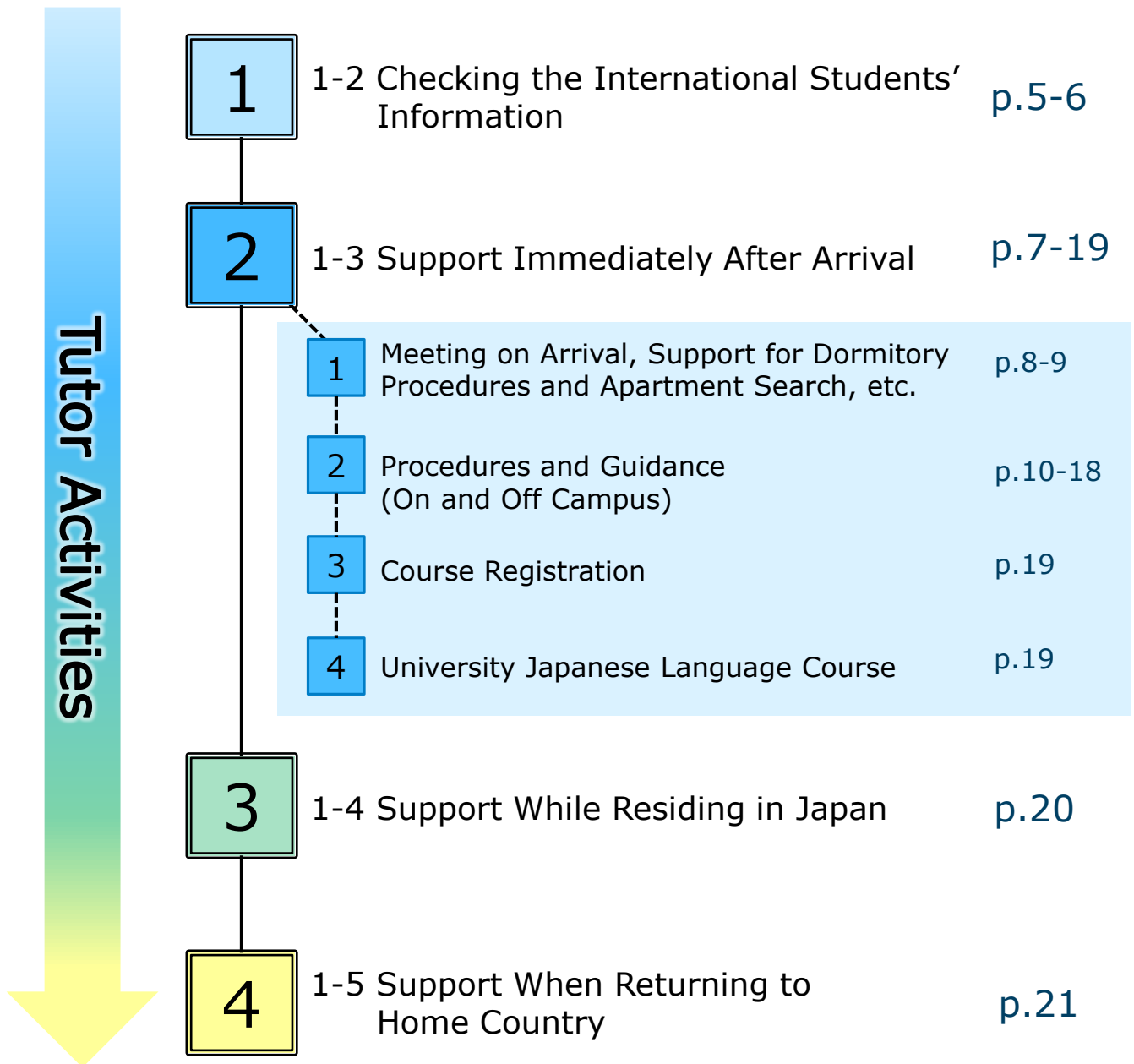
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1. Tutor Activity Contents

1-1 Outline of 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/>

新入留学生のための準備ガイド
Preparation Guide
for New International Students



OKAYAMA UNIVERSITY
岡山大学 国際交流課
International Office (International Student Office)
〒700-8530 岡山県岡山市北区 1-1-1
岡山大学 国際交流課 (岡山県岡山市北区 1-1-1)

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")
- JASSO Scholarship (Certain short-term international students e.g. special auditing students, special research students, etc.)
- Other private scholarship
- 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	<input type="checkbox"/> Meeting the International Student on Arrival (*Please consult with supervisor)	p.8
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Soon after arrival	<input type="checkbox"/> Procedures at City Office	p.10
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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 their supervisor about whether or not it is necessary to meet them upon arrival.

<Meeting location>

- Welcome them 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 supervisor.



2. Support for Dormitory

Procedures and Apartment Search

<Students who live in Dormitory for International Students>

April enrollees can move into the dormitories from **April 1**. 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 April 1 to April 3, 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 (IAD)**
 - The International Affairs Department office is on the 1st floor of the General Education Building C.
 - 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 (distributed at IAD)
- Application for National Health (distributed at IAD)
- Preliminary Questionnaire for resident registration (distributed at IAD)
- Request form for a copy of residence certificate (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, 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 National 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"](#) when the city office documents are given out.

Please check that the ["Urgent \(至急\)"](#) has been printed on the request form, and take it to City Office as it is.

A copy of the residence certificate will be issued the [next day](#). Please pick it up at the [Okayama International Center's Okayama City Passport Citizen Service Corner on the B1 floor or at City Office](#).

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

For non-scholarship recipients

You can request a 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.

至急

岡山大学国際課
留学交流課

Once the procedure is completed, a bankbook will be issued on the spot, or in some cases, it may be mailed at a later date. A cash card will be mailed 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, 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 bankbook 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 card 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.

<Purchasing 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 and Support for Mobile Phone Contract

Please review [Preparation Guide for New International Students](#) p. 47-52 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**

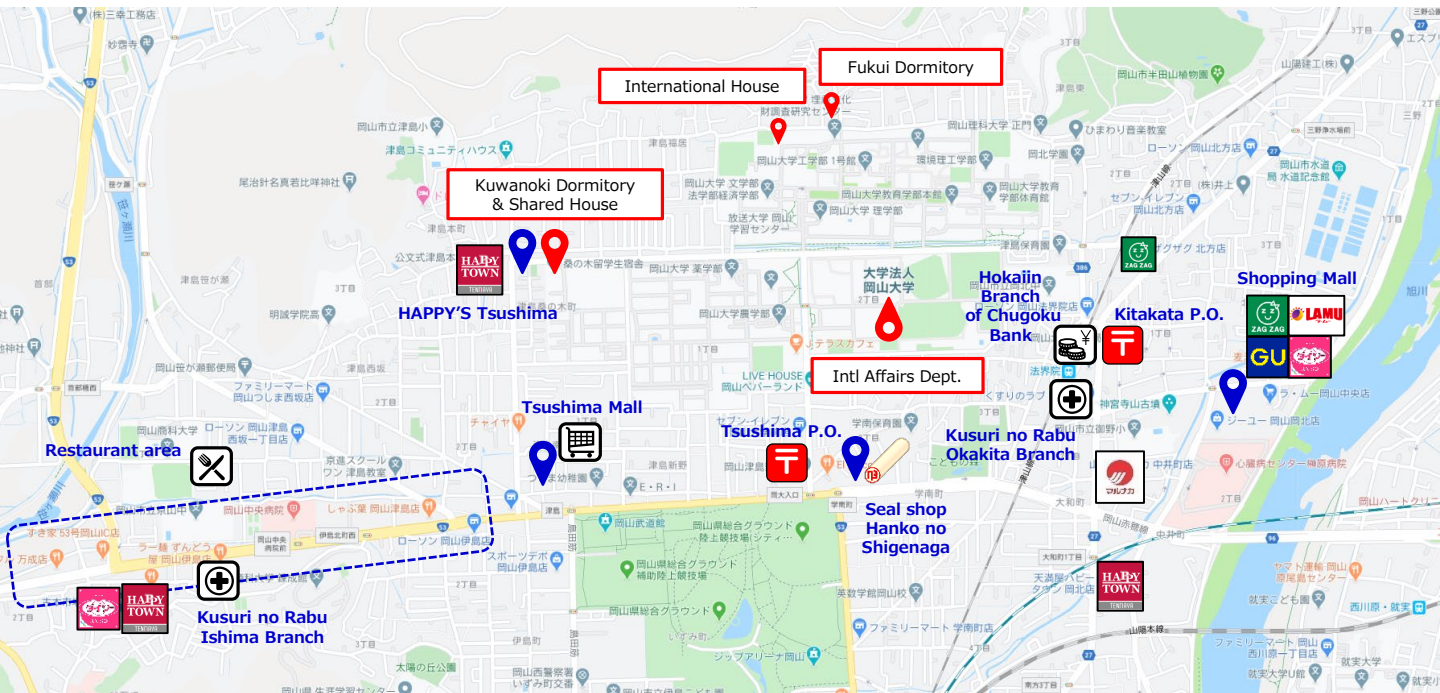
Please check the Health Service Center website below and make an appointment through the medical checkup reservation system.

<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

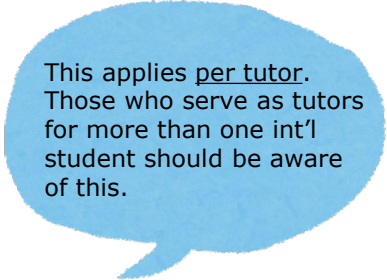
- Activities such as having meals, sightseeing, and transportation services that are **not related to supporting students' academic, research, and daily life** are not recognized as tutoring activities.
- While online activities are permitted, they are only allowed for international students who are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



2-2 Cautions Regarding Tutor Activities

- The following apply to the tutor's activities.

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



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

- ✓ 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 is 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.

CAUTION

- If a tutor exceeds the maximum number of available tutoring hours, no rewards will be paid for the additional hours. However, there is no problem if a tutor works less than the maximum number of available hours.
- One tutor can tutor more than one international student, but **cannot tutor more than one student at the same time**. The reward is only for one student.
- Two tutors may tutor one international student, but **not the same 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/business trips, training, 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 April to July 2024
➔ **April 1 – July 31**, 2024
- For international students enrolling from August to September 2024
➔ **August 1 – September 15**, 2024
- For JICA students
➔ **April 1 – September 15**, 2024

Maximum number of hours

Tutored student's student status 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 enrolled JICA students)

All of the following are to be submitted by the tutoring student. The form can be downloaded from the website of Institute of Global Human Resource Development. If you have submitted the forms before, please inform us by email.

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

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

Deadline for Submission:

For tutors hired in April or May ➔ Fri, **May 17**, 2024

For tutors hired in June or July ➔ Fri, **July 5**, 2024

For tutors hired in August or September ➔ Fri, **Sep. 6**, 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 since then
 - ✓ Those who submitted the form for employment as a TA, part-time staff, medical staff, etc. (Submission required because it is handled differently!)
- People who DO NOT need to submit
 - ✓ who tutored before and whose student ID number or bank account information has not changed
 - ✓ who submitted this in the past for on-campus paid work, travel to conferences, etc. and whose student ID number or bank account information has not changed

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

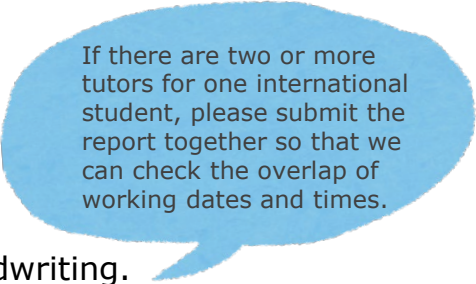
from April to July ➡ Thu, **August 1**, 2024

from August to September ➡ Tue, **September 17**, 2024

for JICA students ➡ Tue, **September 17**, 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 supervisor are required.
- ✓ Submit the form at the International Affairs Department 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, no report is required. Please notify the International Affairs Department by email.



If there are two or more tutors for one international student, please submit the report together so that we can check the overlap of working dates and times.



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

