

Okayama University Tutor Guide

October 2025



OKAYAMA UNIVERSITY

GLOBAL GATE FOR LEARNING

What is a Tutor?

- Tutors are students who, under the guidance of the international student's supervisor, provide individualized, extracurricular support to newly arrived international students in areas such as daily life, academics, and research. The purpose of this program is to **enhance the international students' quality of life, academic performance, and research outcomes**, while also **fostering tutors' interest in international understanding and cooperation**, thereby achieving educational benefits for both parties.
- Even international students who are fluent in Japanese may feel anxious about living in a different culture. Tutor students play an **important role** not only in supporting them academically on campus but also in helping them establish a foundation for daily life in a new environment. As the first point of contact for many international students, tutors are often seen as their first supporter or friend. Please help international students adjust to university life and make them feel welcome in a new cultural setting.



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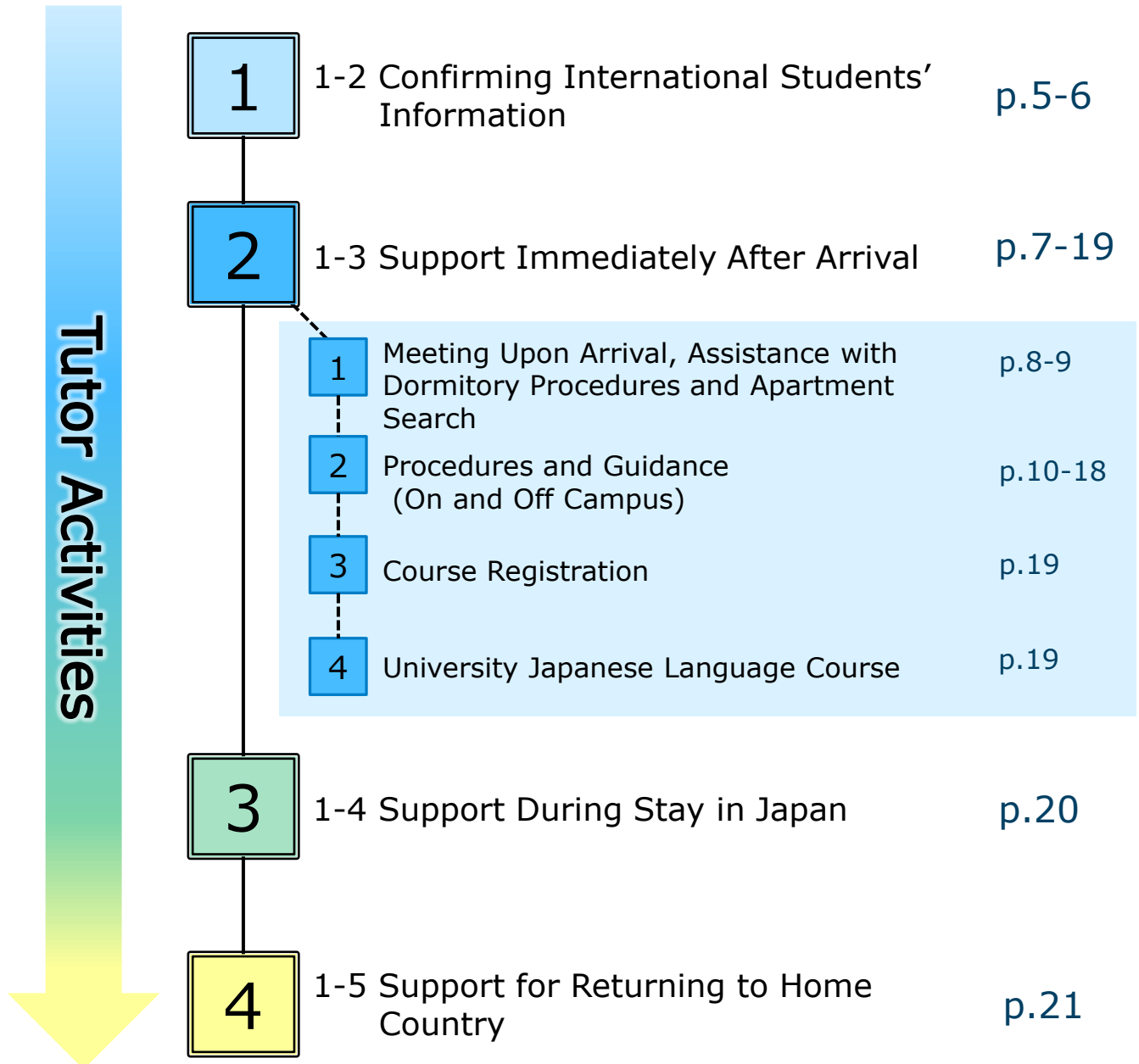
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1. Tutor Activity Overview

1-1 Overview of Tutor Activities



Preparation Guide for New International Students

This guide is designed to provide new international students with the necessary information and procedures for both before and after their arrival in Japan. Tutors are also encouraged to review this guide to ensure they can provide smooth and effective support.

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



1-2 Confirming 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. 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 / 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), opening a bank account, mobile phone contract, etc.

- **Student Status**

Procedures at OU vary depending on the student's status.

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

- **Period of Study**

By confirming the student's arrival and departure dates in advance, it becomes easier to manage the necessary procedures upon arrival and prior to their return to their home country.

- **Scholarship Status**

- ☐ MEXT Scholarship (scholarship provided by the Japanese Government)
- ☐ JASSO Honors scholarship for Privately-Financed Students ("Gakushu-Shoreihi")
- ☐ Other JASSO Scholarship (for certain short-term international students e.g. special auditing students, special research students, etc.)
- ☐ Other private scholarship
- ☐ Privately financed (= no scholarship)

Note: Scholarships provided by foreign governments (excluding Japan) are considered "privately financed" in this guide.

- **Other Items to Check**

In addition to language, students may face differences in lifestyle. Please consider any religious or daily lifestyle restrictions (e.g., alcohol, food, prayer) that may need to be respected.

It is not necessary to handle everything on your own.
Please provide support for various procedures as needed,
while communicating appropriately with the international
student and their supervisor.



1-3 Support Immediately After Arrival

| | | |
|---------------------|--|------|
| Day of arrival | <input type="checkbox"/> Meeting the Int'l Student Upon Arrival (*Please consult with supervisor) | p.8 |
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1. Meeting the International Student Upon 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.

Please consult with their supervisor if it is necessary to meet them upon arrival. The International Education and Student Mobility Division provides an Okayama University access guide to all new international students and many of them are able to reach the university by themselves.

<Meeting location>

- Welcome them at Okayama Station or at Okayama Airport.

<Notes on meeting upon arrival>

- Prepare a photo of the tutored student so that you are able to recognize them when you meet.
- Prepare a welcome sign.
- Prepare for when you can not meet due to miscommunication or flight delays.
- Ensure you have their and their advisor's contact information.



2. Assistance with Dormitory Procedures and Apartment Search

<Students who live in Dormitory for International Students>

October 1st 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 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 finish them if you arrive in the evening.
To avoid crowds, it is recommended to go shortly after the office opens at 8:30 a.m.



3. Procedures at City Office

1. Receive City Office-related Documents

The pickup location is the **International Education and Student Mobility (IESM) Division** office on the 1st floor of the General Education Building, wing C. City Office procedures are required for international students who will stay in Japan for more than **three months**.

2. Complete procedures at City Office

The service window for foreign nationals is Window No.1 on the 1st floor of the City Office.

1. Register address
(Within 14 days after securing an address in Japan)
2. Enroll in the National Health Insurance System
3. (Only for those over 20 years old)
Enroll in the National Pension System and apply for exemption
4. (Only for students receiving a scholarship)
Obtain a copy of Residence Certificate

■ What to Bring

- Passport
- Residence Card (if student has one)
- Student ID Card (if student has one)
- Application for Residence Registration (distributed at IESM)
- Application for National Health Insurance (distributed at IESM)
- Preliminary Questionnaire for Resident Registration (distributed at IESM)
- 300 yen for Certificate Issuance (only for those who need a copy of their residence certificate)

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





<Residence Card>

For international students who do not yet have a residence card, it will be mailed to their registered address approximately 1–2 weeks after completing the procedures at City Office.

<Certificate of Eligibility (Health Insurance)>

The Certificate of Eligibility (Health Insurance) National Health Insurance will also be mailed within about one week after completing the procedures at City Office.

The old paper-based health insurance card was abolished on December 2, 2024. Since then, all insured individuals have been required to use the Myna Insurance Card (My Number Card linked to health insurance eligibility) at medical institutions and pharmacies. For newly arrived international students who enroll in the National Health Insurance system, a **Certificate of Eligibility** will be issued as a temporary substitute. By presenting this certificate at medical institutions, students can receive insured medical care.

<Enrollment in the National Pension System>

Enrollment in the National Pension System is legally required for all individuals aged 20 or older, including international students. However, most international students are eligible for an exemption from pension payments. Therefore, students should complete both the enrollment and the exemption application procedures at the same time. As the required documents may differ depending on the student's status, a Student ID Card may be required during the process.



<Individual Number ("My Number") Notice>

All international students who complete the procedures at the City Office will receive an **Individual Number (My Number) Notice** at their registered address within approximately three weeks.

The My Number is required for various official processes, such as opening a bank account or entering into contracts. However, please note that the notification itself cannot be used as a valid form of identification or as official proof of the number. If proof of your My Number is needed, you will need to either apply for a residence certificate that includes your My Number or apply for the issuance of a My Number Card.

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

For those who do not yet have a residence card, this document can be used as an ID until the card arrives. It may also be required when opening a bank account. If needed, please request it individually.

You can request it starting **one week after registering your address**, and it will be issued on the same day. It can be obtained at one of the following locations. Although it is also available at the Okayama Kitakata Post Office, please refrain from using the post office as requested by the staff. Note that a fee of 300 yen is required for issuance.

- City Office
- Okayama International Center, B1 floor
Okayama City Passport Citizen Service Corner

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 Bank Account

<Opening of a Japan Post Bank Account>

To open an account at the Tsushima Post Office, an **advance reservation at the counter is required**. We recommend making a reservation as early as possible. If you make a reservation by 2:00 p.m., and there is availability, a same-day reservation may be possible. However, please note that the counter is extremely busy, especially in April and from late September to October, and reservations may be scheduled 2 to 3 weeks later during these peak periods.

■ For Scholarship Recipients

Students receiving a MEXT Scholarship (Japanese Government Scholarship), JASSO Honors Scholarship, or other JASSO Scholarships must open an account **at Japan Post Bank**. Before doing so, please visit the International Education and Student Mobility Division (General Education Building C, 1st Floor) to receive the necessary documents for account opening.

■ For Non-Scholarship Recipients

Opening a bank account is not mandatory. However, during April and late September to October, the account opening process may take longer, as priority is given to scholarship recipients. If possible, we recommend downloading and printing the application form from the website below and bringing it to the bank counter. The website is available in 16 languages, including English, Chinese, and Vietnamese.

Japan Post Bank Account Opening
https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php





■ **What to Bring** *There may be slight differences depending on the bank.

- Residence Card
- Student ID Card or Certificate of Student Status
- Personal seal Note: Self-inking stamps are not accepted.
- Proof of Individual Number (required only for international remittance)
e.g., Copy of Residence Certificate including My Number
- Official Document Showing Katakana Name (e.g., pension application form, Certificate of Eligibility for Health Insurance, etc.)
- National ID Number from Home Country (if student has one)

<Precautions for Opening a Bank Account>

For international students with limited Japanese proficiency, opening a bank account alone can be challenging. If the bank determines that communication is insufficient, they may refuse to open an account. Therefore, it is recommended that a tutor accompany the student during the process. In particular, if the procedure is carried out at Chugoku Bank, a university faculty or staff member is required to accompany the student, as tutors alone are not accepted.

Additionally, due to increasing concerns over fraud and crime prevention, bank account procedures for international students have become more strict. Students may be asked to explain in detail the purpose of the account.

Please inform your tutored student of the following:

- The bankbook (passbook) should be updated at least once a month.
- When returning to their home country, the student must close the account in person. This cannot be done by a proxy.
- If the student renews their residence status, they must bring their new residence card and bankbook to the bank for an update.
- Failure to complete this may result in the account being frozen.



<Student ID Card>

Students will receive a student ID card approximately one week after entering the university. Students who need to open a bank account soon after arrival, such as those receiving a scholarship, 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 match the pronunciation of the student's name is acceptable. Please note that ink included stamps such as *Shachihata* cannot be used. Seals can be purchased at 100 yen shops, or you can have one made with your name at a seal shop for about 1,000 yen.

<ID Number in Home Country>

If the student has an ID number in their home country, it is required when opening a bank account. Please confirm this in advance, as they may not be able to open an account without it.

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 their bank account before returning to their home country at the end of their study period. If they leave Japan without closing the account, it may be frozen, making it unusable even if they return to Japan later for further study. Additionally, since some scholarships can only be paid into a specific designated account, tutors should also confirm that the account has been closed before the student leaves Japan.

If you are unsure which insurance plan to choose, please consult your faculty or graduate school.



Insurance of University

<https://intl.okayama-u.ac.jp/en/support/life/insurance/>

5. Procedures for Taking Out Insurance

Okayama University requires all students to have insurance coverage. Among the four types of insurance listed below, some are required and others are optional. However, students are strongly encouraged to consider enrolling in the optional insurance as well to prepare for unexpected accidents in daily life.

1. Personal Accident Insurance for Students Pursuing Education and Research (PAS; Gakkensai)

- The premium for the basic personal injury policy is JPY 650.

2. Liability Insurance for Student Pursuing Education and Research (LSR; Gakkenbai)

- Annual cost: JPY 340 – JPY 500
- This insurance covers liability for injuries caused to others or damage to their property.

3. The University CO-OP Student Comprehensive Mutual Insurance

- The coverage varies depending on the type of plan selected.
- JPY 5,800 – JPY 19,000 per year (includes a JPY 4,000 CO-OP membership fee)
- The membership fee will be fully refunded if the withdrawal procedure is completed before returning to the home country.

4. Comprehensive Insurance for Students Lives Coupled with Gakkensai

- Coverage period can start from as short as one month.
- Students can choose their preferred coverage type.
- The application process can be completed online.
- Insurance information will be provided together with City Office documents for new international students at the International Education and Student Mobility Division.

Student Support
Division

University
CO-OP

Int'l Education
and Student
Mobility Division

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

Please review pages 47–52 of the [Preparation Guide for New International Students](#) with your tutored student, and confirm the dates, times, and items to bring.

Campus Life Orientation Compulsory

Information on immigration, safety and crime prevention, health management, student life, daily living, and more is provided to help international students lead a fulfilling student life.

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



Dormitory Orientation Compulsory for Dorm Residents

This orientation provides important information about the rules and expectations for living in the dormitory. The date and time will be announced upon moving in.



Purchasing a SIM card

Only for those who are interested

Special SIM plans and discounted rates are available for OU students. SIM cards can be purchased on the day of the information session, which will be held after the Campus Life Orientation.

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



Medical Checkup Compulsory

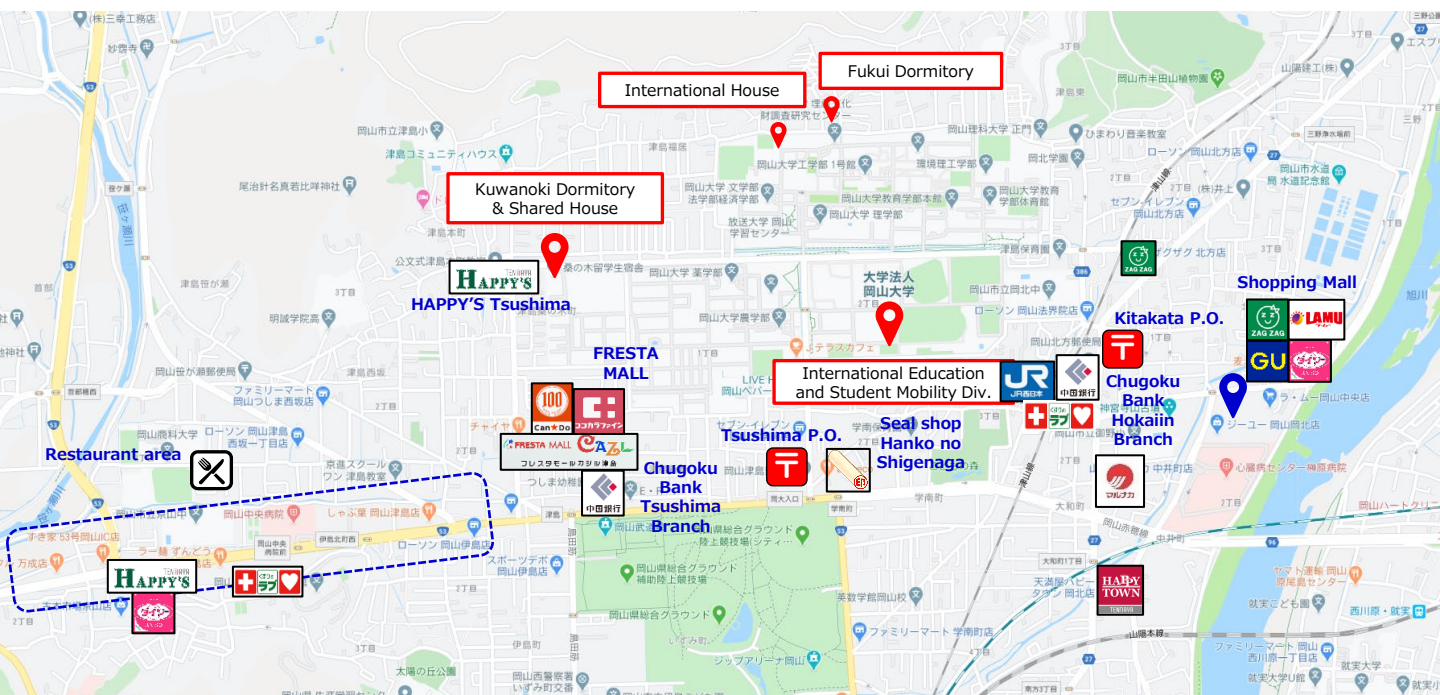
Please check the Health Service Center website below and make an appointment through the medical checkup reservation system.

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





7. Tour of the University Surroundings and Trash Separation Guidance



- **Prioritize introducing new students to places related to food and money:**
 - Convenience stores, supermarkets, restaurants, and eateries
 - Banks, post offices, and ATMs
 - Others: Recycle shops, mobile phone stores, 100-yen shops, DIY stores, etc.
- **Review the key points of trash separation with new students:**
 - Whether designated **Okayama City (yellow) trash bags** are required
 - The correct days for disposing of burnable
 - How and when to dispose of non-burnable and recyclable ("resource") trash
 - International students living in dormitories will receive a **warning card** if they do not follow the trash separation and disposal rules as stated in the Dormitory Rules and Regulations.



8. Course Registration and Japanese Language Course



■ Course Registration

International students will receive information on how to register for courses during orientations conducted by their respective faculties, graduate schools, or programs.

If the student you are tutoring encounters any difficulties with course registration, please provide appropriate support.

■ University Japanese Language Course

The University Japanese Language Course offers Japanese language classes that are open to all international students at Okayama University, regardless of their faculty or graduate school.

Please note that the registration procedure may differ depending on whether the student has previously studied Japanese or their student status at Okayama University.

For details, please refer to 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 supervisor or the International Education and Student Mobility Division.

1-4 Support During Stay 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



If you have any questions about administrative procedure, please consult the International Education and Student Mobility Division or the faculty/graduate school. Be sure to take action well in advance, not at the last minute.

1-5 Support for 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 Activities Not Recognized as Tutor Work

- Activities that are **not directly related to supporting the student's daily life, education, or research**, such as having meals together, sightseeing, or giving rides by car, are not considered tutor activities.
- Online activities are acceptable, but only if the international student is residing in Japan.
- Simply exchanging messages to catch up or check in on the student does not count as a tutor activity.



2-2 Important Notes on Tutor Activities

■ The following apply to the tutor activities.

- ✓ Activities must be conducted between **7AM** and **10PM**.
- ✓ Up to **4 hours** of activity per day.
- ✓ Total working hours, including other employment or paid work such as TA, must not exceed **7 hours and 45 minutes** per day.

This applies per tutor. Anyone who tutors to more than one person should be aware of this.

*This should include one-hour break.

Continuous activity for more than 5 hours is not allowed.

Ex: You may work 4 hours from 8AM to 12PM, and 3 hours and 45 minutes from 1PM to 4:45PM after one-hour break.

- ✓ Total working hours, including other employment or paid work such as TA, must not exceed **29 hours** per week.
- ✓ If the tutor is an international student, their total working hours, including other part-time jobs, must not exceed **28 hours** per week.

*Tutor activities are considered outside the scope of permitted activities.

Violations will be subject to penalties under the Immigration Control Act. International students **must register tutor activities as part-time work in the Okayama University Residence Registration System (ORRS), and report the number of working hours in the month following the tutor activity.**





-
- If a tutor exceeds the maximum number of available tutoring hours, no reward will be provided for the excess hours. However, working fewer than the maximum hours is not a problem.
 - One tutor may support multiple international students, but **not more than one student at the same time**. Rewards are provided for only one student.
 - Two tutors may assist the same student, but **not at the same time**.
 - **Tutoring must not overlap with the following activities of either the tutor or the tutored student:**
 - Working as a TA, RA, or part-time researcher
 - Participating in classes, research, business or overseas trips, training sessions, conferences, or presentations
 - Travel days, including both business and personal travel
 - Tutoring activities are allowed on Saturdays, Sundays, and holidays.
 - Tutors must be enrolled in a compensation plan such as the Gakkensai.



2-3 Activity Period and Maximum Hours Allowed

Period

- For international students enrolling from Oct. 2025 to Jan. 2026
➔ **September 24**, 2025 – **January 31**, 2026
- For international students enrolling from February to March 2026
➔ **February 1** – **March 10**, 2026
- For JICA students
➔ **September 24**, 2025 – **February 14**, 2026

Maximum number of hours

If the tutored student is

- Regular student, research student, or teacher training student
➔ Up to **25 hours** total during the period
- Special auditing student, special research student, or Japanese studies student (with a study period of 5 months or more)
➔ Up to **15 hours** total during the period
- New JICA student
➔ Up to **75 hours** total during the period
(For currently enrolled JICA students: Up to **50 hours**)

All of the following are to be submitted by the tutoring student.
The form can be downloaded from our website.

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



2-4 Required Documents and Submission Deadlines (Immediately After Being Hired)

Deadlines

- For tutors hired in Oct. or Nov. ➡ Tue, **Nov. 4**, 2025
- For tutors hired in Dec. or Jan. ➡ Tue, **Jan. 6**, 2026
- For tutors hired in Feb. or Mar. ➡ Tue, **Mar. 3**, 2026

Required Documents

1. Bank account registration form

+ Copy of bankbook (Only international students who tutor)

■ Who **Needs** to Submit

- ✓ First-time tutors
- ✓ Those who have previously worked as a tutor or received honorarium payments, but have changed their student ID number
- ✓ Those who have submitted documents for employment as a TA, part-time staff, or medical staff (*These are handled separately, so submission is required!*)

■ Who Does Not Need to Submit

- ✓ Those who have previously worked as a tutor or received honorarium payments, and have no changes to their student ID number or bank account information.

All of the following are to be submitted by the tutoring student.
The form can be downloaded from our website.

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



2-4 Required Documents and Submission Deadlines (Immediately After Being Hired)

You can check your registered bank account information by accessing the Bank Account Inquiry Page from **Okayama University's network**. Please ensure that a valid bank account is registered under the section of **"Bank Account for Travel and Honoraria"**.

https://imwf.cc.okayama-u.ac.jp/imart/samlssso/forma/normal/view/regist_application_view/bankaccountinquiry



2. My number notification form

Those who have never submitted this document to Okayama University before must print out the form, attach a copy of their My Number, and submit it in person at the International Education and Student Mobility Division Office.

Submissions by on-campus mail are not accepted.

Submission Destination

1. Bank account registration form

+ Copy of bankbook (Only international students who tutor)

Please submit either at the counter or as an email attachment.

Submission address: dde7046@adm.okayama-u.ac.jp

2. My number notification form

Please submit at the counter.

Submissions by email or on-campus mail service are not accepted.

Tsushima Campus: International Education and Student Mobility Division

Shikata Campus: Shikata International Office

Kurashiki Campus: IPSR Office

Misasa Campus: IPM Office

No payment will be made after the deadline.

2-5 Required Documents and Submission Deadlines (After Completing Tutor Activities)

Submission Deadline Must be strictly observed!!

For tutors hired

■ from October to January ➡ Monday, **February 2**, 2026

■ for JICA students ➡ Monday, **February 16**, 2026

■ from February to March ➡ Wednesday, **March 11**, 2026

1. Post-tutoring Report

- ✓ **Print both sides to make it as one sheet** and fill it in 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.
Tsushima Campus: International Education and Student Mobility Division
Shikata Campus: Shikata International Office
Kurashiki Campus: IPSR Office
Misasa Campus: IPM Office
- ✓ If you did not do any tutor activities, no report is required.
Please notify the International Affairs Department by email about it.

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.

Make sure the signature is legible with the full name.

本人確認

私は、上記の日時にチューター活動を行い、その時間に他の学内業務、授業、出張には従事していないことを誓約します。記載内容に虚偽や重複が判明した場合、謝金を返納することに同意します。また、謝金の支給は、指導対象となる留学生の身分に応じた上限時間までであることを理解しています。

【重複確認チェック】

以下の項目について、チューター活動時間と重複がないことを自身で確認し、すべての項目にチェックを入れてください。☒謝金業務 ☒雇用業務 ☒TA・RA・SA ☒出張（学会等・移動日を含む）☒授業

I confirm that I conducted the tutoring activities as stated above, and that during those times I was not engaged in other university duties, classes, or business trips. I understand that if any false or overlapping entries are found, I will return the honorarium. I also acknowledge that the honorarium is limited to the maximum hours based on the status of the international student receiving tutoring.

[Overlap Confirmation Checklist]

Please confirm there is no overlap with the following activities. Check all items to show you have reviewed each category: ☒Paid Work (Honorarium) ☒Employment Administration ☒TA/RA/SA ☒Business Trip (including travel days and academic conferences) ☒Class

日英いずれかのチェックリストに
チェックを入れてください。
Please check either the Japanese
or English checklist.

チューター氏名（自署）： 岡山 花子

Tutor's Name (Signature)

は、名前が読み取れるよう、英語ブロック体で署名してください。フリクションボールペン不可
Please sign in English BLOCK LETTERS so that we can read your name. Erasable pens are not acceptable.

留学生確認

上記のとおり、指導を受けました。I received tutoring as stated above.

担当留学生氏名(自署)： JOHN DUY CHEN (学生番号：8706543)

Name of the Student Receiving Tutoring (Signature)

Student ID No.

名前が読み取れるよう、英語ブロック体で署名してください。フリクションボールペン不可

Please sign in English BLOCK LETTERS so that we can read your name. Erasable pens are not acceptable.

指導教員確認

上記のとおり、指導を実施したことを確認しました。

I hereby confirm that the student has carried out the tutoring as stated

担当していた留学生の署名をもらって
ください。

Ask for the signature of the
international student for whom
you provided tutor guidance.

指導教員氏名（自署もしくは記名押印）： ○○○ ○○○

自署の場合は押印不要です。

Handwritten signatures do not require a seal.

管理部署確認

上記のとおり、相違ないことを確認しました。

記入不要
Not Required

管理部署名： 国際教育推進課

事務担当者氏名（自署もしくは記名押印）：



3. Inquiries

International Education and Student Mobility Division

Place: 1F, General Education Building C

Phone: 086-251-7439

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

Shikata International Office

Place: 1F, Administration Office Building (North)

Phone: 086-253-6554

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

4. Reference Flowchart

Flowchart: From City Office to Bank Account (Tutor Guide p.10-15)

→ **Yes**
→ **No**
→ **Proceed**

