

**Tutorial Service Registration Form****TUTOR**

Name : \_\_\_\_\_ Student ID : \_\_\_\_\_

Affiliation : Graduate/Undergraduate School of \_\_\_\_\_

1st2nd3rd4th Year TEL : Mobile/Home \_\_\_\_\_

E-mail : \_\_\_\_\_ @ \_\_\_\_\_

Address : \_\_\_\_\_

**STUDENT**

Name : \_\_\_\_\_ Student ID : \_\_\_\_\_

Affiliation : Graduate/ Undergraduate School of \_\_\_\_\_

1st2nd3rd4th Year TEL : Mobile/Home \_\_\_\_\_

E-mail : \_\_\_\_\_ @ \_\_\_\_\_

Address : \_\_\_\_\_

Student Status: Privately-funded MEXT (Monbukagakusho) Other ( \_\_\_\_\_ )\* Please check the corresponding item (i. e. : )

Reasons of applying for tutorial service :

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登録が承認された場合は、学部・研究科にて記入、押印をお願いします。

Please fill in and stamp in the columns below upon approval of registration.

学部・研究科記入欄		
(Columns to be composed by corresponding (graduate) school offices of applicants)		
受付日 (Date)	承認時間数 (Approved Hours)	学部・研究科承認印 (Stamp/Seal for Approval)
	時間 Hours	

※ (Please read the back of this page carefully.)

### <Precautions before applying for Tutorial Service>

- ① International students with a "College Student" visa can obtain the tutorial service if they fulfill the following conditions. (This service is available only during the first year of studies at Waseda)
  - (1) 1<sup>st</sup> year student in Bachelor, Master, Doctoral or Professional degree program
  - (2) Approval of tutorial necessity by supervising professor
  - (3) Approval of registration by enrolled School or Graduate School office
- ② Please note that there is a limited number of availability for each (under)graduate school. There should be only one tutor for each tutee and vice versa.
- ③ The tutorage is 1,100 yen per hour and the duration of hours should not go beyond that approved by your undergraduate or graduate school office. A 3% tax charge will be deducted. (\* Tax percentage is subject to change) unless one has declared the dependents' exemption for salary earners. Please consult with CIE office for details about the declaration if necessary. If the application was found fraudulent or if the actual tutorial content differed from the registered content, the tutorage must be returned.
- ④ Those students applying for the Tutorial Service must be careful not to go over the below mentioned two limits.
  - 1) To tutor an individual over 6 consecutive months (Maximum: up to 5 consecutive months only).
  - 2) To tutor over 20 hours during one week (Maximum: up to 19 hours per week).

### <How to Register and Apply for Tutor Service>

- (1) The international student or tutor must submit the Tutorial Service Registration Form to their school or graduate school office.
- (2) If the registration is approved, the school or graduate school office will return the form after filling in the approved number of hours.
- (3) If the registration is approved, the tutorial can start after the international student or the tutor submits the form to the CIE office.
- (4) The tutor must submit the "Tutorial Report and Request for Payment" by the 6<sup>th</sup> day of each month to the CIE office.
- (5) The tutorage will be deposited to the tutor's bank account registered to Waseda-net portal by the end of the month.

#### ※Important※

If the tutor is an international student, the tutor will need the "Permission to Engage in Activity Other than that Permitted Under the Status of Residence (Work permit/資格外活動許可)". If the tutor does not have this, he/she must apply for and receive one at the Immigration Bureau before the tutoring begins. Please visit the Center for International Education office or website for details on how to apply.