

Tutorial Report and Request for Payment**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. :)

Report for the month of (_____), 2011 : please fill in the form below in detail

Date (Month/Day)	Time (ex. : 1200pm – 1300pm)	Content (Please specify the content of the tutorial)	
①Total Approved Hours	②Conducted Hours Until Last Month	③Conducted Hours in This Month	Remaining Tutorial Hours (① - ② - ③)
hrs	hrs	hrs	hrs

指導教員承認
(Supervisor)氏名 _____ 印 (もしくはサイン)
(Name) Seal (or Signature)

-----以下留学センター記入 (Please do not fill in anything below) -----

Amount of Payment	Total hours of this month × ¥1, 100 = ¥ _____
	3% tax fees will be deducted from the deposit, unless one has declared the dependents' exemption for salary earners. Please consult with CIE office for details about the declaration if necessary. (* Tax percentage is subject to change)

(Please read the back of this page carefully.)

<Precautions before using Tutorial Service System>

- 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) 1st 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 Tutorial Service>

- (1) The international student or tutor must submit the Tutorial Service Registration Form to their school or graduate school offices.
 - (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 6th 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.
- ※ Please submit the report to the Center for International Education (CIE) office by the 6th day of the next month, following the tutorial. At the counter we shall hand you a copy to use for checking remaining hours and payment. Late submissions and submissions for multiple months will not result in the payment of tutorage. If the report is submitted by the 6th, the payment amount will be deposited to the bank account registered in Waseda-net portal at the end of the month. Please confirm that you have registered a bank account on the Waseda-net portal.

[Waseda University Homepage](#) ⇒ [Waseda-net portal](#) ⇒ [My Profile](#) ⇒ [Change of Registered Bank Account](#)

- ※ Reports for any tutorials conducted in March must be submitted by March 15^h. Submission after it will not be accepted. The approved given hours is only valid for the freshman year. Also, for September admission students, the approved hours must be used within Fall semester. If you wish to accept tutorials in the following Spring semester, please apply again through school offices, and submit the registration form to the CIE office again.