

Date (year/month/day): / /

Tutorial Report and Request for Payment

TUTOR

Name : _____ Student ID : _____

Affiliation : Graduate/Undergraduate School of _____

1st2nd3rd4th Year TEL : Mobile/Home _____

E-mail : _____ @ _____

Address : _____

INTERNATIONAL 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 () : please fill in the form below in detail

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

Approval from International Student's Supervisor / Professor:
Signature and seal _____

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

Amount of Payment	<p style="text-align: center;">Total hours of this month × ¥1, 170 = ¥ _____</p> <p>3.063% 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)</p>
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(Please read the back of this page carefully.)

<Precautions before using 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) Approval of tutorial necessity by supervising professor
 - (2) Approval of registration by enrolled School or Graduate School office
 - (3) Those with a visa status of "Study Abroad"
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. If there is an inevitable reason, please contact CIE office for inquiries in advance.
3. The tutorage is 1,170 yen per hour and the duration of hours should not go beyond that approved by your undergraduate or graduate school office. A 3.063% 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 who work as tutors must be careful not to go over the below mentioned three limits.
 - 1) To tutor an individual over 6 consecutive months (Maximum: up to 5 consecutive months only).
 - 2) To tutor over 19 hours 50minutes during one week (Maximum: up to 19 hours 50minutes per week).
 - 3) To tutor during hours other than the period of studies (i.e. between semesters) or the hours outside class time (period 1-6).

<How to Register and Apply for Tutor Service>

- (1) The tutor must submit the Tutorial Service Registration Form to the school or graduate school offices (※) .
- (2) If the registration is approved, the school or graduate school office (※) will fill in the approved number of tutoring hours.
- (3) The undergraduate/graduate schools (※) will guide the applicants to fill in the 'Tutorial Report' and 'Request for Payment Forms'.
- (4) The tutor must submit these forms to the school or graduate school offices (※) .
 - i Approved Tutorial Service Registration Form
 - ii The completed 'Tutorial Report' and 'Request for Payment Forms'.
 - iii A copy of the student ID, a two-sided copy of residence cards including a part-time work permit (if international student)
- (5) The graduate/Undergraduate office (※) will forward these Forms to CIE, through the school mail system.
(※) : The graduate or undergraduate offices to which international students taking tutorial service belong
- (6) If the forms are approved, the CIE office will contact the applicant directly, and give the following forms: 「Employment Case Report」 、 「Work Management System Guide」 、 「Tutoring Report and Request for Payment」
*It takes approximately 2 weeks to issue "Employment Case Report" so please give yourself plenty of time to complete the procedures from (1) to (5).
- (7) Tutoring can commence.
- (8) After tutoring, finish the following procedures before the end of this month:
 - ① Put working hours on MyWaseda. (Refer to 'Work Management System Guide')
 - ② Submit the finished 'Tutoring Report and Request for Payment'***A tutor must submit 'Tutoring Report and Request for Payment' by him/herself.**
- (9) At the end of next month, the tutorage will be transferred to tutor's bank account registered to MyWaseda

※ Late submissions and submissions of reports for multiple months will not result in the payment of tutorage. If the report is submitted by the deadline, the payment amount will be deposited to the bank account registered in MyWaseda at the end of the month. Please confirm that you have registered a bank account on the MyWaseda.

[MyWaseda](#)⇒[View/Update your own Profile](#)⇒[Update Student Profile](#)

※**Important** Reports for any tutorials conducted in February must be submitted by February 4th ,2019. 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.