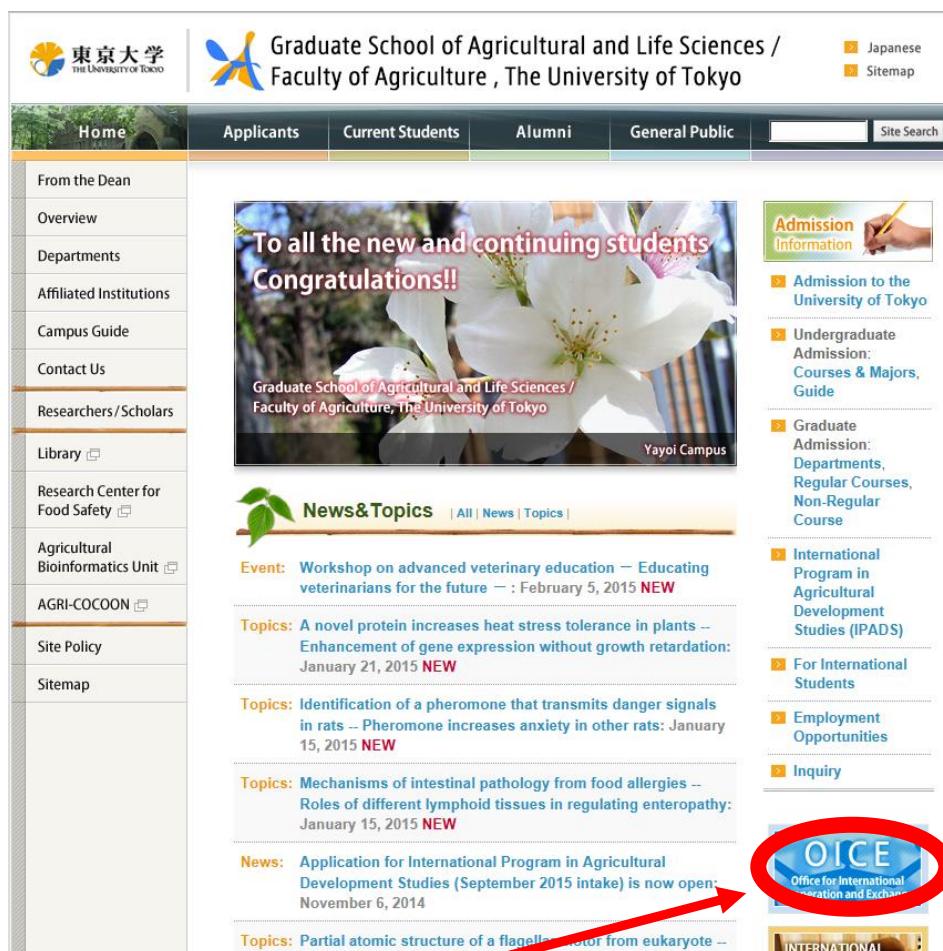


How to register your bank account information (For password, check the email sent separately.)

To receive tutor remuneration, download the specified form from the following website, complete and submit it to the Accounting Section.

(Every tutor needs to specify their bank account information. If you registered your bank account information as a tutor before, it is not required to submit this form unless there is any change in the registered information such as bank, name of account holder, etc.)

Download from <http://www.a.u-tokyo.ac.jp/english/oicehp-e/tutor.html>



The screenshot shows the website for the Graduate School of Agricultural and Life Sciences at the University of Tokyo. The main content area includes a 'News&Topics' section with several news items. A red circle highlights the 'OICE' logo in the right sidebar, which stands for the Office for International Cooperation and Exchange. A red arrow points from the bottom of the page towards this logo.

Download “**Registration form of bank account information (Excel file)**” from the OICE website > Tutor Support (Autumn-Winter Period 2016) > To Tutors > Monthly report.

How to submit by email:

- (1) Please change **【Name】** of the Excel file to **【Your name】** . For example, **【Todai Taro】** .
- (2) Email subject should be: 取引先データ登録依頼 Please type in the email subject in Japanese only.
- (3) Send the Excel file as email attachment to siskanri@ofc.a.u-tokyo.ac.jp

* Type the exact name appeared in your bank book.

***The Excel file is password-protected for security purpose.**

Do not change the password and send the Excel file (as it is) by email.