

## To TAs from September 2018 through March 2019

Please submit the following documents if you have accepted a TA position requested by the instructor and have received a letter of TA appointment from the Academic Affairs Division.

\*Please download the following forms. \*[Office Map](#)

### Documents required at the start

1. [Bank Account Registration Form](#)
2. [Declaration of tax exemption for salaried employees 2018](#)
3. [Documents about Individual Numbers \(My Number\)](#)

\*You do not need to submit the documents if you have already submitted them.

\*Please submit the documents to the Department Support Team, Academic Affairs Division or the office of AGRI-COCOON (AGRI-COCOON's TAs only).

\*Deadline: **September 21 (Fri.) 12:00**

### Documents required during the month of TA appointment

1. Attendance-book

[1,000YEN / 1h](#)

[1,200YEN / 1h](#)

[1,400YEN / 1h](#)

[1,600YEN / 1h](#)

\*Please use the form corresponding to the hourly wage indicated on your letter of the TA appointment. Be sure to check the [entry example](#) before you fill in the form. **You cannot be paid if you do not submit the attendance book.**

\*Please keep the working hours within your assigned time written on the appointment letter of TA.

\*As a rule, you can work up to 40 hours per month, and up to 20 hours per week.

\*Please take a break for at least 45 minutes if the working hours exceed 6 hours, and at least 1 hour if the working hours exceed 8 hours. Make sure class time and work time do not overlap.

\*Please submit to the Department Support Team, Academic Affairs Division or the office of AGRI-COCOON (AGRI-COCOON's TAs only).

\*Deadline: **The next day of your final work day each month**

### Documents required at the end of the appointment

1. [TA report](#)

\*Please upload this form to [this URL](#) after you have completed your work.

\*Deadline: **March 25 (Mon.)**

### Precautions

- Please save [the letter of TA appointment](#) carefully.

- Be sure to check the ["Must-Do's for TA"](#) before you start your TA.

- Students whose period of stay has expired cannot be paid even if he/she submits the attendance-book.

- Students whose period of stay will expire during the TA period must submit a copy of the residence card after renewal of the residence period.

- Please contact to the Department Support Team if you change your status of residence.

- Contact: the Student Support Team, Academic Affairs Division (Student Service Center)