

Employment Procedures for New TAs

I. List of Required Documents

Documents required to be submitted by everyone

The following documents must be submitted even if you have submitted them in the previous academic year. **Please make sure NOT to fill in the employee number or personal number field in any of the following documents.**

- ☐ **02_CV**
- ☐ **03_Bank account registration form**
 - * The account holder's name is required information.
- ☐ **04_Application for (change in) Exemption for Dependents of Employment Income Earner**
 - * **Please fill in your resident's card address in the address field.**
 - * If you have already submitted the document to an employer other than the University of Tsukuba, please fill in only your name and write "Submitted to another employer" in the upper-right margin of the document.

Work schedule

You must submit a work schedule for each class.

- ☐ **Work schedule**
 - * Receive the form from the class instructor. The work schedule must be decided in consultation with the class instructor(s).
 - * The total number of working hours each month must not exceed the planned annual working hours.
 - * Please take a copy of the work schedule before submitting, and keep the copy.

Documents to inform your individual number

You do NOT need to submit the following documents if you have submitted it to the University of Tsukuba before. **The documents ① and ② must be submitted in a sealed envelope (See "06_How to Submit documents to inform your individual number"). Write your name, program, contact information and the contents (the type of document you choose to submit) on the surface of the envelope.**

① Document to verify your individual number ("My number")

Submit any of the following:

- ☐ Photocopy of the individual number card ("My number card") (both sides)
- ☐ Photocopy of the individual number notification card
- ☐ Photocopy of the resident record (a certificate of residence issued by the municipality where you live) which lists your individual number ("My number")

② Identification document

Submit any of the following. If you submit a photocopy of your individual number card as a document to verify your individual number, you do not need to provide identification.

- ☐ Photocopy of the driver's license
- ☐ Photocopy of the passport
- ☐ Photocopy of the residence card
- ☐ Photocopy of the special permanent resident certificate

Documents required to be submitted by foreign students

- ☐ Photocopy of the residence card (both sides)
 - * Please prepare it separately from the one required as a document to report your individual number.
- ☐ Photocopy of the cover and the first page of your bank passbook

If you are unable to provide any of the identification documents in the list, please select and submit two documents from the following:

- ☐ Photocopy of the health insurance card
- ☐ Photocopy of the pension handbook
- ☐ Photocopy of the resident record

II. Task List

- ☐ Take INFOSS Information Ethics course on Manaba

Contact

Graduate Support, Academic Service Office for the Systems and Information Engineering Area (3A201)
 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573
 Monday – Friday 9:00 AM – 12:15 PM, 1:15 PM – 5:00 PM
sysinfo.ta@un.tsukuba.ac.jp