Guidance for AY 2026TA Employment Procedures for SIE Students (Start of employment: April 2026)

Students working as a TA from April 2025 are required to submit some documents by Wednesday, Feb. 18, 2026. If you miss the deadline for submission, you may not be able to work from the first day of the class. Please make sure to submit all required documents by the deadline.

Are you currently enrolled in the University of Tsukuba (UT) (i.e. have a student ID number and can sign in to your Learning Management System ("Manaba") account)?

How to submit

Yes

You can submit your employment documents and the work schedules from "Manaba".
https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba

Please complete self-registration for the course with the registration key "7743383" and submit documents from "Assignment" menu.

Please note that the documents to inform your individual number ("My number") are not allowed to be submitted using Manaba. You must mail them or bring them directly to our office.

No

Please mail the designated documents or bring them directly to our office.

Graduate Support
Academic Service Office for the Systems
and Information Engineering Area (3A201)
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573
Monday - Friday 9:00 AM - 12:15 PM, 1:15 PM - 5:00 PM

https://www.tsukuba.ac.jp/en/about/campus-access/tsukuba-campus/3a.html

Documents to submit

Are you currently an undergraduate, master's or research student who will be a new master's or doctoral student from April 2025 (and your student ID number will change from then on)?

No (My student ID number will not change after April 2026.)

Yes (I will newly enroll in master's or doctoral program in April 2026)

Have you submitted the documents to inform your individual number ("My number") to UT before?
If you have been employed as a TA, RA or short-term employee before, it is highly likely that you submitted them when you started the job.

Yes
(I have submitted it to UT.)

No
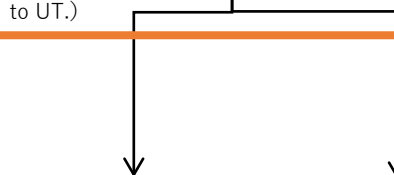(I have never submitted it to UT.)

Have you submitted the documents to inform your individual number ("My number") to UT before? If you have been employed as a TA, RA or short-term employee before (including the undergraduate years), it is highly likely that you submitted them when you started the job.

Yes
(I have submitted it to UT.)

No
(I have never submitted it to UT.)

A	B	C	D

On the next page, check what kind of documents students in your group should submit.

■ Employment procedure

Employment procedure		Form No.	Electronic file format	A	B	C	D
Type of documents	CV (for current students)	01	PDF	1	1	-	-
	CV (for new students)	02	PDF	-	-	1	1
	Application for exemption for dependents of employment income earner	03	PDF	1	1	1	1
	Documents to inform your individual number ("My number")	-	-	-	1	-	1
	Work schedule	04	Excel	1 file per course Put a job number on the file and submit it.			
	Photocopy of the residence card (both sides)	-	PDF	This document is required to be submitted by foreign students.			
Application for payee information		Payee Information, etc. Application system	Log in to "Payee Information, etc. Application system" and input your information. **https://fu-shinsei.sec.tsukuba.ac.jp/mng/mypage/login** **Students who are expected to enroll in April must complete this step by the end of April after enrollment.** Note: If there are any changes in the information registered in the "Payee Information Registration System" in the past, please correct them through this system.				
Take TA training Course		manaba	- A video will be uploaded on a course page on manaba from April 1st, 2026. Please be sure to take online course by **April 14th**. - Failure to do so may prevent you from working as a TA from the first day.				
Take "INFOSS Information Ethics Staff Course"		manaba	– If you are a current student, please make sure to take INFOSS information ethics course. – If you are a new student, please make sure to take such course after enrollment. Even if you were an undergraduate student of UT and will enroll in a graduate school, you need to take INFOSS course after enrollment.				

■ Documents to inform your individual number ("My 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 "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.
"My Number" related documents will not be accepted via Manaba. Please mail them or bring them directly to our office

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 (letter)
・ Photocopy of the resident record which lists your individual number ("My number")

② **Identification document If you submit a photocopy of your individual number card, you do not need to provide identification.**
If not, submit any of the following:
・ Photocopy of the driver's license
・ Photocopy of the passport
・ Photocopy of the residence card
・ Photocopy of the special permanent resident certificate

How to Submit documents to inform your individual number ("My number")

1. Print and fill out the form below, cut it along the blue dotted line, and paste it on the surface of an envelope.
2. Put a document to verify your individual number ("My number") and an identification document (if it is required) in the envelope and seal it.
3. When submitting documents by mail, enclose the envelope together with other employment documents (if any) in another larger envelope, and send it by registered mail to the following address below.

3A201, 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573
Graduate Support, Academic Service Office for the Systems and Information Engineering Area

Cut along the dotted line.

特定個人情報在中
取 扱 注 意

個人番号を提出する方へ

　以下の書類が入っていることを確認し、レ印を付けて封緘の上、所属部局の窓口に提出してください。

①個人番号確認書類（写）

（いずれか１つ）

□通知カード　　　□個人番号カード（両面）
□住民票（個人番号が記載されたもの）

②身元確認書類（写）
※①の提出書類が個人番号カードの場合は不要

（いずれか１つ）

□運転免許証　　　□パスポート
□在留カード　　　□特別永住者証明書

（上記がない場合、下記のいずれか２つ）

□住民票　　　　　□年金手帳
□健康保険被保険者証

③□扶養控除申告書用ナンバー報告書
※「給与所得者の扶養親族控除等申告書」を提出する方は提出してください。

フリガナ Name in kana	
提出者氏名 Name	
所属 Program	
職員番号（全て記載）Staff number	Leave blank
内容物に関する問合せ先 Contact	

部局の事務取扱担当者の方は記入漏れと封緘の有無を確認してください

(This form fits to "長3封筒" size (120 x 235 mm) envelope.)

When bringing documents to the Academic Service Office (Graduate Support), you can receive an envelope with the information on the left printed on it at the counter. Fill out the required information, seal it and submit it together with other employment documents on the spot.

Place a tick in the appropriate box.

③扶養控除申告書用ナンバー報告書 (Individual number report form for application for exemption for dependents of employment income earner) is required if you have a spouse qualified for withholding deduction, or dependent relatives qualified for deduction, and applying for exemption for dependents of employment income earner. Most students do not meet the requirements, but if applicable, please contact us individually at sysinfo.ta@un.tsukuba.ac.jp .

Items other than the staff number are required to be filled in.

Sample
Name in kana: ツクバ　タロウ
Name: Tsukuba Taro
Program: Degee Programs in Systems and Information Engineering
Contact: 0X0-XXXX-XXXX

* Fill in your telephone number or email address

略　歴　書（在学生用）

2026 年(Y)　4 月(M)　13 日現在(D)

学生証データを貼り付けてください。
Please paste the photo of your student ID card here.

採用日（2026年4月13日）を記入。5月以降は、各月1日が採用日となります。
Please enter the starting date of employment. If you are employed after May, the date will be the first day of the month.

緑色のセルは選択式の項目です。プルダウンリストから該当する選択肢を選んでください。
The green cells are selectable items. Select the appropriate option from the pull-down list.

チェックボックスは下記のとおりとしてください。
For checkboxes, select as follows:

☐ ： 該当しない Not applicable

カタカナ氏名 Name in Katakana	ツクバ ハナコ		性別 Sex	女：Female	年齢 Age	25
電話番号 Telephone Number	080-1234-5678		生年月日 Date of Birth		2000 年(Y) 5 月(M) 2 日(D)	
住所 Address	〒305-8573 つくば市天王台1-1-1		茨城県			
E-mail	tsukuba.hanako.zz	@	u.tsukuba.ac.jp			
課程 Type of Program	博士後期課程 Doctoral Program				年次 Grade	2

修士学位取得年月日 Obtained Date of Master's Degree	2021 年(Y) 3 月(M) 25 日(D)	学位名 Master's Degree	修士 Master of	工学

学振特別研究員採用開始日 Starting Date of Research Fellowship for Young Scientists	年(Y) 月(M) 日(D)

点線内の項目は、博士後期課程学生（修士学位既取得者）のみ記入してください。
Only doctoral students (who have a Master's degree) should fill in the fields surrounded by the dotted line.

学振特別研究員の採用が内定している方は記入してください。
Please fill in if you have passed the final screening of JSPS Research Fellowship for young Scientists.

雇用期間において、TA（ティーチング・アシスタント）以外に、短期雇用やRA（リサーチ・アシスタント）等として勤務しますか。記入してください。
Will you work as any other types (short-term employee, research assistant) ...

☐ 無
No. I only work as ... TA this academic year.

■ 短期雇用
Other than TA, I will work as a short-term employee ("Tanki-koyo"),

☐ その他（RA等）
Other than TA, I will work as a RA (or any other type of empoyee).

勤務予定月 Working Month(s)　4 月(M)

勤務予定月 Working ...

特定個人情報（マイナンバー）関係書類の提出状況について記入してください。
Have you submitted the documents to inform your individual number ("My number") to the University of Ts...

☐ 今回、提出
No. I will submit the documents this time.

■ 以前に提出済 （いつ、どんな職での任用の際に提出したか記入してください。）
Yes. I have submitted the documents before as follows:

【提出時期】
I have submitted them on… (Fill in the approximate time.)

【提出目的（雇用区分）】
to be employed as…

過去にTA・RA・短期雇用等で筑波大学に採用される際に個人番号確認書類（及び身元確認書類）を提出している場合、再度提出する必要はありません。学群から大学院に進学した場合であっても、再提出は不要です。
You do NOT need to resubmit the documents to inform your individual number if you have submitted them to the University of Tsukuba before (including submission while enrolled in an undergraduate program).

2020 年(Y) 12 月頃(M)

☐ TA

■ 短期雇用 Short-term employee

☐ その他（RA等） Others (e.g. RA)

備考：外国人学生は、在留カードの両面コピーを添付すること
Please note that foreign students are required to submit a copy of the residence card (both sides).

略 歴 書（新入生用）

2026 年(Y)　4 月(M)　13 日現在(D)

フリガナ Name in Katakana	ツクバ　タロウ	性別 Sex	男：Male	年齢 Age	22
氏名 Name	筑波　太郎	生年月日 Date of Birth	2003 年(Y) 5 月(M) 2 日(D)		

住所 Address	〒305-8573　　　　　　　　　茨城県 つくば市天王台1-1-1
電話番号 Telephone Number	090-1234-5678
E-mail	tsukuba.taro.zz　　　@　　　u.tsukuba.ac.jp

緑色のセルは選択式の項目です。プルダウンリストから該当する選択肢を選んでください。
The green cells are selectable items. Select the appropriate option from the pull-down list.

チェックボックスは下記のとおりとしてください。
For checkboxes, select as follows:

☐ ： 該当しない Not applicable
■ ： 該当する Applicable

略 歴 Brief History

2026 年(Y) 3 月(M)	筑波大学理工学群社会工学類	卒業・修了 Graduated
2026 年(Y) 4 月(M)	筑波大学大学院 University of Tsukuba （博士前期課程）社会工学学位プログラム Master's Program in Policy and Plannning Sciences	理工情報生命学術院システム情報工学研究群 Graduate School of Science and Technology 1年次入学 1st year enrollment
	現在に至る	

学士学位取得年月日 Obtained Date of Bachelor's Degree	2026 年(Y) 3 月(M) 25 日(D)	学位名 Bachelor's Degree	学士 Bachelor of	社会工学
修士学位取得年月日 Obtained Date of Master's Degree	年(Y) 月(M) 日(D)	学位名 Master's Degree	修士 Master of	
学振特別研究員採用開始日 Starting Date of Research Fellowship for Young Scientists			年(Y) 月(M) 日(D)	

学振特別研究員の採用が内定している方は記入してください。
Please fill in if you have passed the final screening of JSPS Research Fellowship for young Scientists.

点線内の項目は、博士後期課程学生（修士学位既取得者）のみ記入してください。
Only doctoral students (who have a Master's degree) should fill in the fields surrounded by the dotted line.

雇用期間において（略）具体的に記入してください。
Will you work as a（略）employee, research（略）e specify.

☐ 無（略）
No I o（略）TA
■ 短期（略）
Other than TA, I will work as a short-term employee ("Tanki-koyo"),
☐ その他（RA等）
Other than TA, I will work as a RA (or any other type of empoyee).

勤務予定月
Working Month(s)　　4　　月(M)

特定個人情報（マイナンバー）関係書類の提出状況について記入してください。
Have you submitted the documents to inform your individual number ("My number") to the U（略）e specific tems.

☐ 今回、提出
No. I will submit the documents this time.
■ 以前に提出済 （いつ、どんな職での任用の際に提出したか記入してください。）
Yes. I have submitted the documents before as follows:

過去にTA・RA・短期雇用等で筑波大学に採用される際に個人番号確認書類（及び身元確認書類）を提出している場合、再度提出する必要はありません。学群から大学院に進学した場合であっても、再提出は不要です。
You do NOT need to resubmit the documents to inform your individual number if you have submitted them to the University of Tsukuba before (including submission while enrolled in an undergraduate program).

【提出時期】
I have submitted them on… (Fill in the approximate time.)　　　2025 年(Y) 4 月頃(M)

【提出目的（雇用区分）】
to be employed as…
☐ TA
■ 短期雇用 Short-term employee
☐ その他（RA等）Others (e.g. RA)

備考：外国人学生は、在留カードの両面コピーを添付すること
Please note that foreign students are required to submit a copy of the residence card (both sides).

Form 04 Instructions

令和８年分　給与所得者の扶養控除等（異動）申告書

扶

Your date of birth in Japanese calendar

所轄税務署長等

土浦 税務署長

市区町村長

給与の支払者の法人（個人）番号

給与の支払者の所在地（住所）

Name Furigana Date of birth
#For non-Japanese nationals: Please use the name and furigana as stated in your résumé (TWINS)

Leave this field blank

あなたの生年月日 明・大・昭 平・令 年　月　日

世帯主の氏名

あなたとの続柄

配偶者の有無　有・無

従たる給与についての扶養控除等申告書の提出（提出している場合には、○印を付けてください。）

あなたの住所又は居所（郵便番号　－　）

Please fill in the resident's card address.

Marital status. Select "有 (Married)" or "無 (Single)."

以下の各欄に記載する親族がなく、かつ、あなた自身が障害者、寡婦、ひとり親又は勤労学生のいずれにも該当しない場合には、上の各欄を記載して給与の支払者に提出してください。

区分等

Items surrounded by a dotted line are required to be filled in.

A 源泉控除対象配偶者

An English reference translation of the form is available on the National Tax Agency (NTA) website (https://www.nta.go.jp/english/taxes/withholing/index.htm). Search for "For 2026 Application for (change in)Exemption for Dependents of Employment Income Earner." If you are using the format downloaded from the NTA website, please make sure NOT to fill in "個人番号 (individual number or 'My number')" on this application. The individual number(s) must be notified separately by the prescribed procedure.

B 源泉控除対象親族（16歳以上）（平23.1.1以前生）

If "世帯主の氏名 (Head of household)" is yourself, fill in your name. In that case, "あなたとの続柄 (Relationship with you)" will be "Myself (本人)."

C 障害者、寡婦、ひとり親又は勤労学生

□ 障害者　□ 寡婦　□ ひとり親
一般の障害者　特別障害者
本人　同一生計配偶者　扶養親族

D 他の所得者が控除を受ける扶養親族

If you have submitted or plan to submit this form to a workplace other than the University of Tsukuba, please fill in "あなたの氏名 (Your name)" and use "あなたの住所又は居所" field to write "Submitted to another company (他の事業所へ提出)." You don't need to fill in any other fields.

○住民税に関する事項

16歳未満の扶養親族（平23.1.2以後生）

退職手当等を有する配偶者・扶養親族・特定親族

令8扶養

振込先等申請システムへのログイン方法について

①振込先等申請システムは、以下の URL もしくはＱＲコードからアクセスができます。

・ＵＲＬ　https://fu-shinsei.sec.tsukuba.ac.jp/mypage/

・ＱＲコード

②ログインの方法は以下のとおりです。
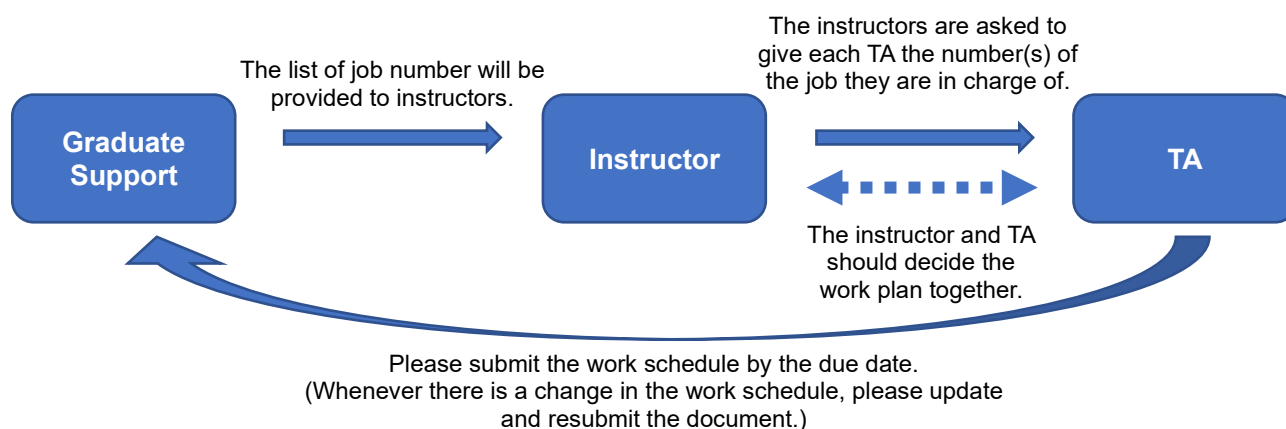
How to Create TA Work Schedule

◆Flow of creating and submitting TA work schedule

Please create and submit the "TA work schedule" for each class that TA will work in AY 2026 according to the following flow.

The list of job number will be provided to instructors.

The instructors are asked to give each TA the number(s) of the job they are in charge of.

Graduate Support → **Instructor** → **TA**

The instructor and TA should decide the work plan together.

Please submit the work schedule by the due date.
(Whenever there is a change in the work schedule, please update and resubmit the document.)

◆How to create a TA work schedule

1. Check the course information (e.g. annual working hours).

Please enter the job number in the "Job number" field at the top right of the Excel sheet. The course information will be displayed. The job number will be given to each student through the instructor.

2. Enter the student information as of April 2026.

If the student will newly enroll in master's/doctoral program in April 2026, "Student ID" field must be left blank. "Program" is a field where you can enter the name of the program to which the student belongs as of April 2026. Do not write your student ID number or affiliation as an undergraduate or research student.

3. Enter the number of working hours in "daily working hours" fields for each scheduled working day.

Please note the following rules:
- 1 period is counted as 1.5 hours.
- Working hours per day starts from 1 hour (in 0.5-hour increments).
- Maximum working hours per day is 7.5 hours. If you work for more than one class, make sure that the total number of hours in all classes does not exceed the daily working hours limit.

◆Notes

- The TA attendance book is created based on the submitted work schedule. Therefore, if the work schedule changes, you should immediately update and resubmit the document. Please make sure to enter the "submission date" in the upper left so that we know when you submitted it.
- If the information displayed in the course information field (e.g. instructor, term, day and period) is out of date, please notify us at sysinfo.ta@un.tsukuba.ac.jp immediately.
- The total of daily working hours from April to March must not exceed the "Annual working hours." If the total number of working hours you have entered exceeds the annual working hours your instructor has planned, you will see "Exceeded" in red at the bottom right of the table.
- The schedule for working as RA or short-term employee and the schedule for working as TA must not overlap.

◆How to submit

If you are currently enrolled in the University of Tsukuba (UT) (i.e. have a student ID number and can sign in to your Learning Management System ("Manaba") account), you can submit the TA work schedules and other employment documents online at https://www.ecloud.tsukuba.ac.jp/en/learning-management-system-manaba. Please complete self-registration for the course with the registration key "7743383" and submit documents from "Assignment" menu.

If not, please mail the designated documents or bring them directly to the Academic Service Office for the Systems and Information Engineering Area (Graduate Support).

Contact us:

Graduate Support, Academic Service Office for the Systems and Information Engineering Area (3A201)
Monday - Friday 9:00 AM - 12:15 PM, 1:15 PM - 5:00 PM 029-853-5251 | sysinfo.ta@un.tsukuba.ac.jp