

Guidance for AY 2022 TA Employment Procedures for SIE Students (Start of employment: October 2022)

Students working as TAs from October 2022 are required to submit some documents by **Monday, July 11, 2022**. 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.

How to submit

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)?

YES

NO

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 "8654099," 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.

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 be submitted

Are you currently an undergraduate, master's or research student who will be a new master's or doctoral student from April 2022 (and your student ID number will change from then on)?

NO (My student ID number will not change after April 2022)

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 "My number" related documents to UT in the past.)

A

NO

(I have never submitted "My number" documents to UT.)

B

YES (I enrolled in master's or doctoral program in April 2022)

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

C

NO

D

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

■ Type of documents to be submitted and required number of copies

Type of documents		Form No.	Electronic file format	Required number of copies			
				A	B	C	D
Employment documents	CV (for current students)	01	PDF	1	1	1	1
	CV (for new students)	02	PDF	-	-	-	-
	Bank account registration form	03	Excel or PDF	1	1	1	1
	Application for exemption for dependents of employment income earner	04	PDF	1	1	1	1
	Documents to inform your individual number ("My number")	-	-	-	1	-	1
	Photocopy of the residence card (both sides)	-	PDF	1 copy for each These documents are required to be submitted by foreign students.			
	Photocopy of the cover and the first page of your bank passbook	-	PDF				
Work schedule		05	Excel	1 file per course			

See paragraph below for details

■ 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.

Even if you submit other employment documents from Manaba, "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
- 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

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.

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

If you are unable to provide any of the identification documents in the above 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

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.

<div style="text-align: center;"> 特定個人情報在中 取 扱 注 意 </div>	
<p>個人番号を提出する方へ</p> <p>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、所属部局の窓口へ提出してください。</p>	
<p>①個人番号確認書類（写） （いずれか1つ）</p> <div style="border: 1px dashed black; padding: 5px;"> <input type="checkbox"/>通知カード <input type="checkbox"/>個人番号カード（両面） <input type="checkbox"/>住民票（個人番号が記載されたもの） </div>	
<p>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）</p> <div style="border: 1px dashed black; padding: 5px;"> <input type="checkbox"/>運転免許証 <input type="checkbox"/>パスポート <input type="checkbox"/>在留カード <input type="checkbox"/>特別永住者証明書 </div> <p>（上記がない場合、下記のいずれか2つ）</p> <div style="border: 1px dashed black; padding: 5px;"> <input type="checkbox"/>住民票 <input type="checkbox"/>年金手帳 <input type="checkbox"/>健康保険被保険者証 </div>	
<p>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。</p>	
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	
<p>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</p>	

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: Degree Programs in Systems and Information Engineering

Contact: 0X0-XXXX-XXXX

* Fill in your telephone number or email address

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

様式1 記入例 Form1 Sample

略 歴 書（在学生用）

2022 年 7 月 8 日現在
(Y) (M) (D)

学生証の写真データをペーストしてください。
Please paste the photo of your student ID card here.

提出日。
Please enter the

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

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	1995 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				
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	2020 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)

雇用期間において
Will you work as any

- ☐ 無
No. I only work as a RA 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 employee).

勤務予定月
Working Month(s) 4 月 (M)
勤務予定月
Working Month(s)

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 Tsukuba?

- ☐ 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.)

2019 年 (Y) 12 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)

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.

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

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).

事務部
局担当
記入欄

Form 03 Sample

1.Regular Employee 2. Non-Regular Employee 3. Students 4. Others (Invitees)
・既に登録済の方で記載事項変更の場合、相手先コードを記入して下さい。
For persons already registered and applying for changes, please fill in the other party's twelve digit code:

Entries above dotted line are for internal office use.

※必ず担当事務を経由し、担当者欄に記載のうえ、提出して下さい。Be sure to file through the appropriate office.

担当部局名	システム情報エリア支援室		
担当事務者名	大学院教務	(内線)	5251

様式1 (個人用) for individuals

Submission Date 2020 年 4 月 1 日
year month date

振込先等登録依頼書(Bank account registration form)

筑波大学 御中

筑波大学より支払われるべき代金について、下記記載事項により、振込先等登録願います。

In connection with payments I am to receive from the University of Tsukuba, I would hereby like to register my bank details as included below for direct transfer.

※下記の太枠内を遺漏なく記入・□をチェックして下さい。

※Be sure to provide all relevant information in the boxes below.

振込区分 Category of the payment	<input type="checkbox"/> Payment for salary, honorarium and travel expense 「給与の振込先」及び「旅費・謝金の振込先」の両方	新規登録 又は 変更登録	提出先 Be sure to file through the appropriate office. 【必ず支拂室等の担当事務を経由して提出して下さい】 原本を人事課(給与支給)へ (短期雇用者の場合は担当事務で保管) 写しを財務管理課(出納)へ
	<input checked="" type="checkbox"/> Payment for salary only 「給与の振込先」のみ		原本を人事課(給与支給)へ
	<input type="checkbox"/> Payment for travel expense and honorarium only 「旅費・謝金の振込先」のみ		

Tick the appropriate box.

依頼区分 Type of Request	<input checked="" type="checkbox"/> New registration	<input type="checkbox"/> Change of bank account 振込先の変更	<input type="checkbox"/> Change of bank account holder's name 婚姻等の改姓による氏名・口座名義の変更
	<input type="checkbox"/>	<input type="checkbox"/> Change of home address 住所の変更	<input type="checkbox"/> Others その他()

依頼者 Name of Creditor	Name in Katakana フリガナ	ツクバ タロウ				Department 所属	Degree Programs in Systems and Information Engineering		
	Full Name: 氏 名	Tsukuba Taro				University Job Title 職 名	Teaching assistant		
	Birth Date (yyyy/mm/dd) 生年月日	1998	年	4	月	1	日	Phone number: 電話番号	0X0 - 1234 - 5678
	Email Address: メールアドレス (not mobile address)	フリガナ(手書きの場合) Katakana (if handwritten) ツクバ タロウ tsukuba @ xx.tsukuba.ac.jp							
	Home Address: 現住所	〒 3 0 5 - 0 0 0 5	Postal code	X-X-X Tennnodai, Tsukuba, Ibaraki					
	Address of resident registration: 住民登録住所	〒	Postal code	※現住所と同じ場合は記載不要 Leave blank if same as Home Address Leave this field blank.					

If you want to register a Japan Post Bank account, the "Financial Institution Code" will be "9900," the "Branch Code" will be the 3-digit number on the bottom of page 2 of your bankbook, and "Account Number" will be a 7-digit number. Please fill in the [branch code] and [account number] which is on your bankbook.



Personal Number (align to the left) 職員番号(左詰め)	L	Leave this field blank.					
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Bank Name (Bank Code) 金融機関名・支店名 (各コード) (ゆうちょ銀行 又は その他の金融機関 いずれかを選択) Please choose either Japan post bank or other banking organization.	<input checked="" type="checkbox"/> Japan post bank (post office) 郵便局								
	ゆうちょ銀行	Bank Code	9	9	0	0			
	Branch Number 記号	1	1	9	6	0			
	Account Code(8digit) 番号(8桁)	0	1	2	3	4	5	6	1
口座番号(7桁)	Branch Code 店番	1	9	8					
	Account Code 口座番号	0	1	2	3	4	5	6	
Account Type Check your account type. 預金種別	<input checked="" type="checkbox"/> Saving 普通預金 ※該当する方に チェック 給与は 貯蓄預金不可	Account Holder's Name 預金口座名義		Japanese KATAKANA(if available) フリガナ ツクバ タロウ					
	<input type="checkbox"/> Checking 当座預金			Tsukuba Taro					
Month to commence change/registration 振込(変更)時期※給与のみ	2020	年	5	月	支給の	<input checked="" type="checkbox"/> 給与 Salary から	<input type="checkbox"/> 賞与 Bonus	※ If not intended for the pending payments to be applied, please register.	

- ※1 Even single-character errors could prevent bank transfers, so please
- ※2 Labor laws prevent bank remissions of salary to third parties. The
- ※3 If you register your E-mail address, we will inform you by E-mail and reward payments.
- ※4 Information on this form will only be used for the payment of
- ※5 As for savings deposits at Japan post bank, we can not transfer salaries, so please designate another account.
- ※6 If you have foreign citizenship, make sure to attach a photocopy of your bankbook (cover and first page).

A photocopy of your bankbook (cover and the first page) is required if you have foreign citizenship.

Whether you choose Japan post bank or other financial institution, the account type and the account holder's name are mandatory.

Form 04 Instructions

令和4年分 給与所得者の扶養控除等（異動）申告書

Your date of birth in Japanese calendar

扶

所轄税務署長等 土浦 税務署長 市区町村長	給与の支払者の名称(氏名) 国立大学法人 筑波大学	(フリガナ) あなたの氏名 あなたの職員番号	あなたの生年月日 年 月 日 世帯主の氏名 あなたとの続柄	あなたの住所又は居所(郵便番号)	配偶者の有無 有 無
---------------------------------------	-------------------------------------	------------------------------	--	------------------	---------------

Leave this field blank

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

Please fill in the resident's card address.

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

An English reference translation of the form is available on the National Tax Agency (NTA) website (<https://www.nta.go.jp/english/taxes/withholding/index.htm>). Search for "For 2022 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.

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)."

区分等 (フリガナ)	生年月日	老人扶養親族 (昭和11以前生)	特定扶養親族 (平成12.12生~平成16.11生)
源泉控除対象配偶者 (注1)			
控除対象扶養親族 (16歳以上) (平成19.1.1以前生)			
障害者、寡婦、ひとり親又は勤労学生			
他の所得者が控除を受ける扶養親族等			

If you placed a check mark next to "障害者 (disabled person)" or "勤労学生 (working student)," please read the notes on the back of the form (or the second page of the electronic file) carefully and fill in the field on the right (障害者又は勤労学生の内容).

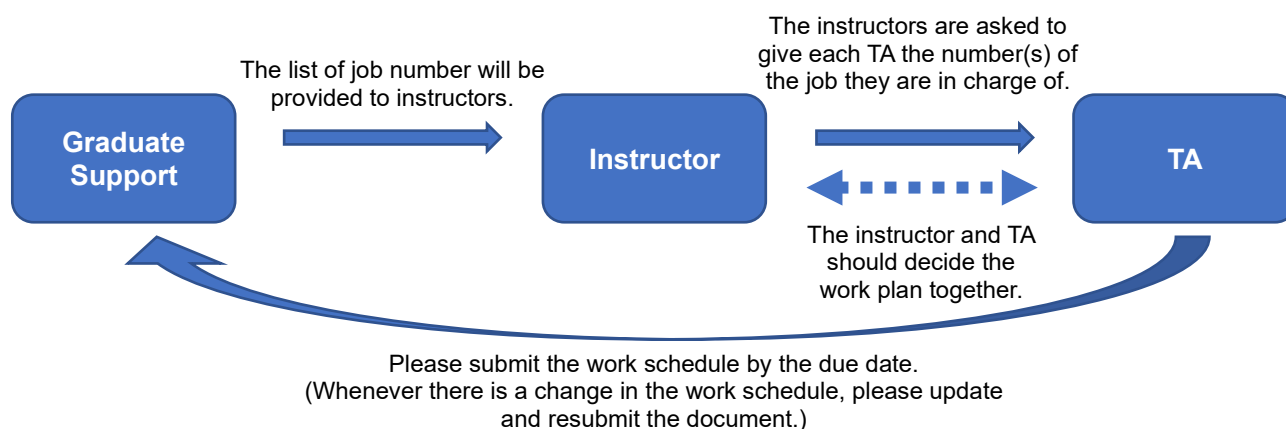
If you have submitted or plan to submit this form to a workplace other than the University of Tsukuba, please fill in "あなたの氏名 (Your name)" and use "あなたの住所又は居所" field to write "Submitted to another company (他の事業所へ提出)." You don't need to fill in any other fields.

◎この申告書は、あなたの給与について扶養控除、障害者控除などの控除を受けるために提出するものです。◎この申告書は、源泉控除対象配偶者、障害者に該当する同一生計配偶者及び扶養親族に該当する人がいない人も提出する以上から給与の支払を受けている場合には、そのうちの1か所にしか提出することができません。◎この申告書は、源泉控除対象配偶者、障害者に該当する同一生計配偶者及び扶養親族に該当する人がいない人も提出する以上から給与の支払を受けている場合には、そのうちの1か所にしか提出することができません。◎この申告書は、源泉控除対象配偶者、障害者に該当する同一生計配偶者及び扶養親族に該当する人がいない人も提出する以上から給与の支払を受けている場合には、そのうちの1か所にしか提出することができません。

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 2022 according to the following flow.



◆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 October 2022.

If the student will newly enroll in master's/doctoral program in October 2022, “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 October 2022. 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 “8654099,” 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