

Frequently Asked Questions

- **What are the differences between RAs, TAs, and LAs?**

- Research Assistants (RAs) are students employed to assist with research activities such as experiments.
- Teaching Assistants (TAs) are students employed to assist with duties specified in the Teaching Assistant Operational Guidelines such as course-related work.
- Learning Assistants (LAs) are students employed to assist with providing learning support and student life counseling.

- **Could you please tell me about the pay rates?**

Your hourly rate will be determined by a faculty member, etc. who manages the budget, based on the pay scale ranging from 1,170 yen to 3,600 yen per hour. Please [click here](#) to see the hourly rate schedule.

- **How many hours can I work per week?**

Student assistants must manage their working time properly so it does not affect their own academic activities.

Student assistants can work up to 20 hours per week.

- **Are there any limits on how much we can earn as student assistants?**

There is no limit. However, you should be aware that your income level may affect your tax obligations, eligibility for financial aid, dependency status for your parents' benefits, etc. Please [click here](#) for details.

- **How should I confirm completion of my work when my supervisor is absent?**

The completion of your work can be confirmed by a substitute authorizer (regular staff). Please update your Work Report each time completion is confirmed.

- **When student assistants travel overseas, can they continue to perform duties in the country where they stay?**

Student assistants are considered to be "employed" and are therefore covered by Industrial Accident Compensation Insurance during the period of their employment. If accidents occur abroad (including while commuting to or from work), faculty members overseeing student assistants will need to be involved in assessing the circumstances, insurance procedures, etc., which is a considerable burden. As a university, we need to take into account various risk factors and determine if it is permissible. If you wish to make such an arrangement, please be sure to contact your designated administrative office in advance.

- **I previously submitted a Payroll Direct Deposit Request (or Request for Change) Form. Do I need to submit the form again?**

For student assistants, staff IDs are allocated according to job category, budget code, and work period. The form must be submitted for each staff ID to designate your bank account individually.

- **When should I submit the Application for (Change in) Exemption for Dependents of Employment Income Earner (tax-related document)?**

In principle, this form must be submitted each calendar year for each student (not required for each staff ID number). Please also submit the form if your personal details such as address have changed.

- **How do I change my address?**

The Application for (Change in) Exemption for Dependents of Employment Income Earner must be submitted to update your address. Please write "Change of address" on the right side of the "Date submitted" field when filling out the form. Please note that the Payroll Direct Deposit Request (or Request for Change) Form cannot be used to update your address.

- **What procedures should RAs follow to file a patent application?**

RAs must consult with the Institute about patent rights to inventions created in the course of their employment since they are not vested in individual RAs.

- **How should I calculate the number of weeks each month when filling out expected working hours?**

The week starting with the first Sunday is counted as the first week of the month. Please be careful not to exceed the maximum working hours because the number of weeks per month may vary (four or five weeks).

- **One student is currently employed as a student assistant, but his resident card will expire during the employment period. Although his application for extension of period of stay is currently being processed, it may not be completed by the expiration date. Can I still continue to employ the student?**

You can continue to employ the student if he has a copy of an official document verifying the status of the application, such as a confirmation of receipt stamped by the immigration bureau. However, be sure to attach a copy of a valid resident card for processing the student's new employment.

- **I graduated from Science Tokyo this year and was told by my employer to submit a withholding tax statement for this year. How can I request a copy of that statement?**

You can request a copy of your statement by sending an email to gensen@adm.isct.ac.jp. Please be sure to include all the necessary information as instructed in [Requesting a Withholding Tax Statement](#). Once your request has been confirmed, the statement will be mailed to the address you provided in the email, usually within about a week.