

Frequently Asked Questions

- **What are differences between RA and TA?**

A Research Assistant (RA) is a student employed to assist with research work (e.g., research experiments, etc.).

A Teaching Assistant (TA) is a student employed to assist with education or coursework (e.g., class preparation and support).

- **I am planning to request students to help with registration desk and setup at conference venues. Could you please tell me whether they should be employed as TAs or RAs?**

Students cannot work as TAs or RAs to help with registration desk or setup at conference venues as it is not within the scope of TAs or RAs' work. To request this work, please contact the Travel Services Group, Accounting Division as honorariums will be paid.

<http://keiyakuw.jim.titech.ac.jp/info/manual/syakin.html#gakusei>

- **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 1,030 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 working time properly not to affect academic activities as students.

RA: Up to 20 hours per week

TA: Up to 20 hours per week

The maximum working hours may vary depending on the type of work. For further details, click [here](#).

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

There is no limit. However, you should be aware that your income level may affect your eligibility for financial aid, dependency status for your parent's benefits or tax return, etc.

Please click here for details.

- **Who can confirm completion of my work when my supervising faculty is absent?**

A substitute approver (regular staff) is able to confirm the completion of your work. Work report must be prepared every time you work and confirmed by the substitute approver.

- **Can I work as a research assistant while on a long-term holiday such as summer or end-of-year break?**

Yes, you can. Please note that you are still subject to the working hour limit in accordance with the Student Assistant Guidelines (“Guideline”) during summer breaks, etc.

- **Can I work as a research assistant during my leave of absence from school?**

It depends on the reason why you are on the leave. Please contact your designated administrative staff.

- **I would like to request Tokyo Tech Research Fellow or research student to work for me as student assistants. Is this acceptable?**

No. Those who only have Tokyo Tech Research Fellow status are not eligible since student assistant positions are intended for students. Those who have a Tokyo Tech ID number with “R” can apply for student assistant if they are enrolled in another university.

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

For TAs and RAs, 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)?**

Student assistants are required to submit the form once a year so there is no need to submit it each time you apply to work.

- **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.

- **Whose name should I put for “faculty in charge” on the Payment Application Form and the Application Sheet?**

Please write the name of administrative budget manager on both of the documents.

- **How am I paid?**

Please submit a Work Report to the designated administrative group by due date of the month you worked. Your pay will be calculated based on the report and directly deposited into your bank account in the following month.

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

The RA must consult with the Institute about the patent since it does not belong to the individual.

- **My hourly rate has been changed during my employment term in response to the amendment to the Guideline. Is there any administrative procedure I should follow for the change?**

If you have already submitted the Student Assistant Payment Application Form, no further documents are required. The Human Resources Division will complete administrative procedures as necessary. Please use the most current hourly rate when you submit a new application.

- **Can we employ international students as TAs or RAs if their resident status is “Designated Activities (特定活動)?”**

Those with “Designated Activities” status are not eligible to engage in work related to education or research. To employ them as TAs or RAs, they need to obtain “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.”

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

The week starting with the first Sunday is counted as the first week of the month. Please carefully make a plan not to exceed the maximum working hours because the number of weeks per month may vary from month to month (four or five weeks). The same rule applies to recipients of the JSPS Research Fellowship for Young Scientists.

- **One student is currently employed as a student assistant, but his resident card will expire during his employment period. Although application for extension of period of stay is currently in process, 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 or she has an official document verifying the status of application, such as confirmation of receipt stamped by the immigration bureau. However, be sure to attach a copy of valid resident card for new employment.

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

Please fill out the Application for Certificates and submit it to the Employee Services Group 2 at jin.syo2@jim.titech.ac.jp. If you are no longer a Tokyo Tech student, please be sure to provide us with your phone number and mailing address in the form.