

Frequently Asked Questions

- **What are differences between RAs and TAs?**

Research Assistants (RAs) are students employed to assist with research work such as experiments.

Teaching Assistants (TAs) are students employed to assist with education or coursework, including class preparation and support.

- **Can you tell me more about “work necessary for operation of the Institute”?**

Peer supporters and campus tour guides are categorized as performing this type of work and are paid honorariums. As part of education activities, they give advice to Tokyo Tech’s new or younger students on managing daily student life as well as course load and academic paths. Their activities also include showing prospective students around the campuses.

- **I am planning to ask students to help with registration desks 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 such activities as they are not within the scope of TA or RA work. In such cases, 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 1,080 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 academic activities as students.

RAs: Up to 20 hours per week

TAs: 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 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.

- **Can I work as a TA or RA while on a long-term holiday such as the 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 during summer breaks, etc.

- **If students registered as TAs or RAs 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.

- **Can I work as a TA or RA during a leave of absence?**

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

- **I would like to ask Tokyo Tech Research Fellows or research students to work for me as student assistants. Is this possible?**

Student assistant positions are intended for students. We do not accept such applications unless the Tokyo Tech Research Fellows are enrolled in regular programs of another university.

Please note that those who have a Tokyo Tech ID number with “R” can apply for student assistant positions only if they are enrolled in another university’ regular program.

- **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)?**

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.

- **Should we have the same administrative budget manager for the Payment Application Form and the Payment Application Sheet?**

Yes, please write the same administrative budget manager on each document.

- **How am I paid?**

Please submit a Work Report to the designated administrative group by the due date of the month in which 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 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.

- **Hourly rates have changed during a student assistant’s employment period as the Student Assistant Guidelines were revised. 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 ensure that you use the most current hourly rate when submitting 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 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 Tokyo Tech 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?**

Please fill out the Application for Certificates and submit it to the Employee Services Group 2 at jin.syo2@jim.titech.ac.jp. It will take about one week to process your request. 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.