

Deans of the Graduate Schools
Director of the Center for Japanese Studies

Director of the International Center

**2026 Fall Semester Application Guidelines for Tutorial Services for International Students
(Academic Dissertation Tutor/JLP Japanese Language Tutor/Student Life Support Tutor)**

This information is provided in accordance with the “Regulations Regarding Tutorial Services for International Students.” We kindly ask you to share the following information with all relevant parties.

1. Purpose

To help international students, in principle those whose status of residence is “Student,” acquire academic knowledge in their specialized fields, develop research abilities, or improve their Japanese language proficiency, individual guidance and student life support are provided outside regular class hours.

2. Outline

	Academic Dissertation Tutor	JLP Japanese Language Tutor	Student Life Support Tutor (New)
Eligible international students	Full-time international graduate students who are enrolled in a degree program MEXT Scholarship students enrolled in one of Keio's graduate schools as short-term international students	(a) Full-time international students who are enrolled in Levels 1 to 4 of the Japanese Language Program (JLP) (b) MEXT Scholarship students who are enrolled in Levels 1 to 4 of the Japanese Language Program (JLP) as part of their Japanese language preparatory education before enrolling in a graduate school	Full-time international graduate students who are enrolled in a degree program MEXT Scholarship students enrolled in one of Keio's graduate schools as short-term international students
Period of tutoring	At any time during the student's enrollment, within the following periods: Spring semester: April to July Fall semester: October to January	At any time during the student's enrollment, within the following periods: Spring semester: April to July Fall semester: October to January	<u>Only during the first semester in which the international student is enrolled at Keio University</u> Spring semester: April to July Fall semester: October to January
Qualification requirements for tutors	Must be full-time, degree-seeking graduate students with the same major as the international student	Must be full-time graduate students who have completed the Program for Teaching Japanese as a Foreign Language at the Center for Japanese Studies or who have taken/are taking classes in the field of Japanese language education at the Graduate School of Letters	Must be full-time, degree-seeking graduate students or undergraduate students
Tutoring/Support Content	Support for study and research in the international student's specialized field (including Japanese proofreading)	Support for Japanese language learning	Daily life support
Tutoring hours	Up to 20 hours per semester	Up to 20 hours per semester	Up to 10 hours per semester
Permitted Days and Hours for Tutoring	Monday to Saturday, from 6:00 a.m. to 10:00 p.m. 8 hours maximum per day and 20 hours maximum per week		
Tutoring venue	In principle, on the affiliated campus or online Student Life Support Tutors may also work off campus.		
Tutoring fee	Hourly: 1,500 JPY (1,250 JPY for undergraduate students)	Hourly: 1,500 JPY (1,250 JPY for undergraduate students)	Hourly: 1,260 JPY Same amount as temporary staff members (general)
Commuting expenses	None		
Applicant	The academic advisor of the international student	(a) Academic advisors of the Center of Japanese Studies (b) Academic advisors of the Center for Japanese Studies and the academic advisor of the Graduate School where the international student will be enrolled	The academic advisor of the international student
Recommender	Dean of the Graduate School where the international student is enrolled	(a) Director of the Center for Japanese Studies (b) Dean of the Graduate School where the international student will be enrolled	Dean of the Graduate School where the international student is enrolled

*In these guidelines and related procedural documents, “Academic Dissertation Tutor” refers to the tutor for an international student's specialized field as defined in the “Regulations Regarding Tutorial Services for International Students”; “JLP Japanese Language Tutor” refers to the tutor for Japanese language learning; and “Student Life Support Tutor” refers to the student who supports an international student's everyday life in Japan.

3. Tutoring Period From October 1, 2026 to January 31, 2027

4. Application

The academic advisor of the international student applies via the “Attendance Management System for Temporary Staff” (<https://jswrkgst.adst.keio.ac.jp/ja>) available through keio.jp.

*Please view “Attached Document 1” for details.

<Please submit the following documents via the above system where applicable>

- (1) A copy of both sides of the residence card (if the tutor’s nationality is other than Japanese)
- (2) Notice of status of residence (if the tutor’s nationality is other than Japanese)
- (3) Statement of Reason (if the tutor and the international student belong to different graduate schools or majors, if the international student’s status of residence is other than “Student,” or if the application does not meet the conditions specified in “2. Outline”)

*The designated forms for (2) and (3) are available from the International Center Website below:

https://www.ic.keio.ac.jp/intl_student/univ_life/tutor.html

5. Application Deadline

Thursday, September 17, 2026 12:00pm (JST)

Please make every effort to apply by the above deadline. However, if the application cannot be submitted by the above deadline due to circumstances such as the international student or tutor entering in the 2026 Fall Semester, applications will be accepted **until Thursday, October 8, 2026 12:00pm (JST).**

6. Employment Procedures

After the employment application has been submitted as described in “4. Application,” the Human Resources Department will approve the temporary staff registration. Within 3 to 4 days, the “Notice of Working Conditions” will be sent to the tutor’s e-mail address registered at the time of application.

*We kindly ask the international student’s academic advisor to provide “Attached Document 2: For Prospective Tutorial Service Tutors” to the student who will be asked to serve as a tutor in advance.

7. Office in Charge

Mita Campus:

(Law School) Law School section, Office of Student Services

(JLP) Japanese Language Program section, Office of Student Services

(Other than those above) International Exchange Services Group, Office of Student Services

Hiyoshi Campus: Graduate Schools section, Office of Student Services

Yagami Campus: International section, Office of Student Services

Shinanomachi Campus: Office of Student Services

Shonan Fujisawa Campus: (Graduate School of Media and Governance) Office of Student Life Section

(Graduate School of Health Management) Nursing and Medical Care Faculty Office,
Shonan Fujisawa Office

Shiba-Kyoritsu Campus: Office of Student Services

8. Contact

International Relations Group, Office of Student Services

Contact Persons: Sai / Hijikata

Extension Number: 22656 / E-mail: ic-tutor@adst.keio.ac.jp

Application Procedures for Personal Tutors

Application and attendance management of tutors will be commenced via the “Attendance managing system for temporary staff member” (<https://jswrkgt.adst.keio.ac.jp/en>) which may be found in keio.jp. Please follow the instructions below per applying for the “Application to recruit new temporary staff member” of the tutor.

- 1) Access the below webpage:

Attendance managing system for temporary staff member

<https://jswrkgt.adst.keio.ac.jp/en>

- 2) Click “Application to recruit new temporary staff member”

✖ Attendance managing system for temporary staff member(HOME) ▾ Manuals ▾ Prescribed form ▾ | 日本語 | HR Registration System

Home - Login: 慶應 太郎 (XXXXXXX) Email configuration **Application to recruit new temporary staff member** Log off

Notifications from the Office of Human Resources Management

There are no notifications at this time.

- 3-1) Should you request to hire the **same** tutor as your previous semester, you may click “Reproduce” of the designated tutor found below 「List of completed applications」, which will allow you to access the application details of your previous term. Please follow the instructions on the third page to update/amend the information which needs to be changed.

✖ Attendance managing system for temporary staff member(HOME) ▾ > Application to recruit new temporary staff member

Application to recruit new temporary staff member Manuals ▾

You can complete a new application to employ a temporary staff member. Please click "Create a new application," register the required information, and then click the "Submit" button to submit your application, which will appear if there are no problems with the details. If you want to edit the details of an existing application, please click on the "Duplicate" button.

新しく申請を作成する

作成済み申請一覧

Application status	Approval status	Affiliation	Name	Staff number	Start date~End date	PDF	Edit	Reproduce	Delete
Applied 2022/2/17	Waiting for approval	国際センター (国際センター)	ですと 入力		2022/4/1~2022/7/31	View		Reproduce	

- 3-2) Should you request to hire a **new** tutor, click 「Create a new application」 and follow the instructions available on the next page.

✖ Attendance managing system for temporary staff member(HOME) ▾ > Application to recruit new temporary staff member

Application to recruit new temporary staff member Manuals ▾

You can complete a new application to employ a temporary staff member. Please click "Create a new application," register the required information, and then click the "Submit" button to submit your application, which will appear if there are no problems with the details. If you want to edit the details of an existing application, please click on the "Duplicate" button.

Make a new application for making changes to contract details ▾ **Create a new application**

●職員情報 (1/7)

* Please input the data of the student you wish to hire.

Application to recruit new temporary staff member

Please enter the required information and click "Save."

職員情報 (1/7)

Check whether the person had (has) an employment contract at Keio University in the past (or currently)

- 教職員番号又は氏名 -

Apply to register as a new staff member

Family name Required	Given name Required	Middle name
KEIO	TARO	
Family name (katakana) Required	Given name (katakana) Required	Middle name (katakana)
ケイオウ	タロウ	
Family name (Roman alphabet) Required	Given name (Roman alphabet) Required	
KEIO,	TARO	
Gender Required	Nationality Required	Student ID number (Keio students only)
男性	中国	92100000

Please submit a copy of the residence card and [notice of status of residence](#).

Upload file

ファイルの選択 ファイルが選択されたら、ここにアップロードしてください。

Input the name of the student you are planning to hire as "Tutor" here.

If the student has previous contracts with Keio, staff information will appear on another form. Please enter each item in the same way as on this instruction.

If the nationality of the tutor is other than Japanese, please follow the instructions shown here.

If the student has previous contracts with Keio, please upload a copy of the residence card on Attachment at "Conditions of Employment (4/7)".

A comma is required after the surname

If the student ID number will change, please enter the new one if it already exists.

Fill in the tutor's email address

Please ready the 1. Residence card and 2. Notice of status of residence in pdf format and combine them into one single pdf file

●雇用契約 (2/7)、雇用資金 (3/7)、労働条件 (4/7)

雇用契約 (2/7)

Please fill it in according to the example below.

Existing contract

Staff members who have an employment contract that is currently in effect will be displayed by searching for staff member information in (1/7).

Affiliation

Select **"Mita"** for everyone even if their designated campus is different

Apply to register a new employment contract

Start date of contract

Required

2026/10/1

End date of contract (maximum of 3 years from the start date)

Required

2027/1/31

Staff number

Campus affiliation

Required

Mita

Affiliation Required

International Center - 73000... x

Holidays

Required

日

Commuter expenses

Required ?

Ineligible

Type of employment Required ?

The days and times to be worked are undecided

Attachment

ファイルの選択

ファイルが選択されていません

雇用資金 (3/7)

Type of fund Required

経常費

Leave as "経常費"

労働条件 (4/7)

Select “ 無 ” for both Social insurance and Unemployment insurance

Start date Required 2026/10/1	End date (within the academic year) Required 2027/1/31	Social insurance Required ? 無	Unemployment insurance Required ? 無
Campus affiliation Required Mita	Affiliation Required ? International Center - 7300000	Place of work Graduate School of Law	
Status of person to be employed on this occasion Required 大学院生 (本塾)	Year level Required M2	Fill in the Graduate school which the international student belongs to	
Type of hourly rate Required 301 - チューター/日本語チューター (本塾大学)	1500	Fill in the tutor's status for both sections Year level e.g.: Master 2 → M2, Doctor 1 → D1, Bachelor 3 → B3	
Details of work Required ? ①学位論文チューター		For 1. Academic Dissertation Tutor and 2. Japanese Language Tutor, select “301” For 3. Student Life Support Tutor, select “303” *In case 1. Academic Dissertation Tutor is an undergraduate student, select “302”	
Attachment ファイルの選択 ファイルが選択されてい		Copy and Paste the following Japanese tutor type in accordance with the tutorial service type in English ①学位論文チューター 1. Academic Dissertation Tutor ②別科・日本語チューター 2. Japanese Language Tutor ③生活支援チューター 3. Student Life Support Tutor	
Other remarks 82200000, ○○○○(Name)		If the tutor does not meet the qualification requirements, you need to upload the “Statement of Reason” in PDF format	

[Important]

Make sure to fill in the:

- 1) International Student's ID Number
- 2) International Student's Name

[Important]

If the tutor is going to be tutoring multiple international students, please input ALL of the international students' “Student ID Number” and “Name”

e.g. 1) 82200000, ○○○○ 2) 82201111, ○○○○ 3) 82202222, ○○○○

*However, if the same tutor is going to be responsible for both the Academic Dissertation Tutor and Student Life Support Tutor, then separate applications are necessary since the hourly payment for the above two is different

●勤務パターン (5/7)、入力代行者 (6/7)、承認者 (7/7)

勤務パターン (5/7)

Basic start time of work

Basic end time of work

Breaks

No

Remarks on work pattern (for printing supplementary items)

留学生1名につき、上限を20時間とする週1時間程度の勤務

Total working hours per week Required *If a day has been set, it is or changes as it will be automatically calculated. Not set

1 Hour 0 Minute

入力代行者 (6/7)

Entry by proxy 1

Entry by proxy 2

- 教職員番号又は氏名 -

- 教職員番号又は氏名 -

Remain blank for Basic start and end time of work

Select "No"

For 1. Academic Dissertation Tutor and 2. Japanese Language Tutor, copy and paste the following sentence:

留学生 1 名につき、上限を 20 時間とする週 1 時間程度の勤務

For 3. Student Life Support Tutor:

留学生 1 名につき、上限を 10 時間とする週 1 時間程度の勤務

Remain both columns blank for this section

Fill in "the number of international students being tutored" multiplied by 1 hour.

e.g. If the number of international students being tutored is 1 student. . . 1 Hour 0 Minute
2 students. . . 2 Hour 0 Minute
3 students. . . 3 Hour 0 Minute

Authorizer (7/7)

It is possible to set the people who give approval in rank order: department head/supervisor 1 → department head/supervisor 2 → department head/supervisor 3 → department head/supervisor 4. Only department head/supervisor 1 is required. A proxy can carry out the approval procedures on behalf of a department head/supervisor for the applicable rank. Up to two people can be set, although neither are required. A pulldown menu can be displayed by clicking on the rank name when setting items that are not requirements.

Supervisor 1 Required

Fill in **your** information (Faculty ID or Name) as the supervisor of the International student

Supervisor 2 for supervisor

1

1

Supervisor 2

Acting supervisor 1 for supervisor

Acting supervisor 2 for supervisor

2

2

For "Supervisor 2," please enter the person in charge of the graduate school to which the international student belongs, based on the table below.

Affiliated Graduate school of the International student	Faculty ID (Name) To input in "Manager2"	Faculty ID (Name) To input in "Acting supervisor 1 for supervisor 2"	Faculty ID (Name) To input in "Acting supervisor 2 for supervisor 2"
Graduate Schools on Mita Campus (Letters, Economics, Law, Human Relations, Business and Commerce, and Law School)	113015 (蔡 聞)	230118 (土方 愛)	
Graduate School of Medicine	726068 (清水 千代)	623239 (石川 真祈)	
Graduate School of Science and Technology	126516 (早川 有里)	121173 (野沢 実令)	125642 (小金澤 祥子)
Graduate School of Media and Governance	113209 (中野 まや)	125554 (二河田 史織)	
Graduate School of Health Management	107737 (桑田 さやか)	090022 (柳沢 幸子)	
Graduate School of Pharmaceutical Sciences	125661 (中野 耀平)	095030 (川本 朋恵)	
Graduate School of Business Administration (KBS)	117268 (飯田 由美)	116090 (川上 純)	
Graduate School of System Design and Management (SDM)	120217 (飯塚 昌代)	104168 (岸 裕美子)	
Graduate School of Media Design (KMD)	115538 (恵良 ティモ スィ)	199006 (佐久間 裕子)	
JLP, Center for Japanese Studies	120054 (崔 汀濱)		

Enter as it is for these two columns.
Leave this field blank if the student
belongs to Mita Campus.

Supervisor 3

Acting supervisor 1 for supervisor 3

Acting supervisor 2 for supervisor 3

Supervisor 4

Acting supervisor 1 for supervisor 4

Acting supervisor 2 for supervisor 4

If an application should go through the section in charge at the Office of Research Development and Sponsored Projects, such as when a staff member is making an application as a proxy on behalf of a faculty member, etc., please select "Necessary."

Approved by the Office of Research Development and Sponsored Projects

Required

☐ Not required

Close

Save

Select "Not required"

After double-checking the details, please click "Save." Should there be any missing portions, then you will get an error message at the very top of the page, so please follow the instructions given.

- 4) The saved application will appear under 「List of completed applications」. Should you wish to check the content click "Edit," if you are going to proceed with the application click "Apply."

✖ Attendance managing system for temporary staff member(HOME) > Application to recruit new temporary staff member

Application to recruit new temporary staff member

Manuals

New application for employment has been saved.

You can complete a new application to employ a temporary staff member. Please click "Create a new application," register the required information, and then click the "Submit" button to submit your application, which will appear if there are no problems with the details. If you want to edit the details of an existing application, please click on the "Duplicate" button.

新しく申請を作成する

作成済み申請一覧

- 所属 - 氏名・教職員番号 期間From ~ 期間To Search

Application status	Approval status	Affiliation	Name	Staff number	Start date~End date	PDF	Edit	Reproduce	Delete
Apply		国際センター (国際センター)	KEIO TARO		2026/10/1~2027/1/31		Edit	Reproduce	Delete

To "Apply" click here

To double check click "Edit"

- 5) After applying, the Human Resources Department or the responsible Faculty/Graduate School may contact you in order to collate the information, so please follow their instructions. You may check the current status of your application from the “Approval Status” column under 「List of completed applications」.

作成済み申請一覧

- 所属 -

氏名・教職員番号

期間From

~

期間To

Search

Application status	Approval status	Affiliation	Name	Staff number	Start date~End date	PDF	Edit	Reproduce	Delete
Apply		国際センター (国際センター)	KEIO TARO		2026/10/1~2027/1/31		Edit	Reproduce	Delete

It will appear here

The application will be completed after the above steps.