

# TEACHING AT TIU IN THE OPEN LECTURE PROGRAM

Congratulations on your selection for the OPEN Lecture Program at Tokyo International Education. There are three processes that you must complete prior to your arrival in Japan:

1. Curriculum and Housing
2. Contracts and Visa
3. Salary/taxation

This document is to help you track all of these processes which must occur simultaneously. If you have any questions, feel free to contact the OIE (klou@willamette.edu or candrese@willamette.edu) or the mail group set up for current and past OPEN lecture faculty, tiusummerfac@willamette.edu.

## Curriculum and Housing

All questions related to teaching (dates, times, logistics of your office/classroom, etc.) should be directed to your hiring contact. In the past this has been Professor Iwasaki. If you are not sure, please contact Dr. Erik Noftle, WU's contact for the OPEN Lecture program.

TIU currently has only three main locations where they can house guests. In addition to WU professors being hired to teach in the OPEN program, TIU also welcomes short-term WU exchange professors. It is important to be mindful of the current limits on housing and be as flexible as possible on dates for arrival and departure from Kawagoe and TIU. It may still be possible to arrive early and stay beyond the dates of your contract, but keep in mind that you may need to stay or relocate to a hotel at your own expense. Do not assume housing beyond your contracted period. Generally speaking, TIU expects you to arrive 1-2 days prior to the start date of your teaching and to stay only 1-2 days after your teaching; they need to clean between guests, so incoming faculty may be housed in temporary housing at the beginning of their stay. Verify your dates BEFORE booking your tickets with our TIU contact.

You should notify your faculty contact at TIU if you plan to bring family members with you so they can book appropriate housing. **It is advised you also send this information to the OIE so we can verify with our TIU contacts.**

- \* WU professors tell TIU faculty contact if they plan to bring family members
- \* WU professors also tell OIE if they plan to bring family members (as early as possible). If you are bringing children, please also tell genders and ages to OIE.
- \* TIU informs OIE of where WU professors will be housed
- \* WU professors give flight details to OIE (typically TIU will house you for 1-2 days prior to your teaching and 1-2 days after your teaching concludes).
- \* TIU arranges for airport pick up at Narita Airport

## Contract and Visas

To ultimately get your visa, you first need to complete four steps:

1. Submit a certificate of eligibility application.
2. Sign the contract that will be sent to you via the OIE from TIU
3. Wait to receive the certificate of eligibility (COE) and signed contract
4. Go to the Japanese Consulate in Portland to apply for the visa

### Submit a COE application

We will wait to hear from TIU about the current certificate of eligibility application. The OIE does not keep copies of these documents on file (considered your private employment), so please feel free to seek advice from other faculty

who have participated in the past. TIU typically sends some instructions as well, though they are not apt to answer every question you may have.

Once the forms are completed, submit them to the OIE to mail to TIU. **These forms are typically submitted to TIU by early February, but we must wait until TIU notifies the OIE.** In addition to the COE application, you must provide two photos (size is on the application) AND a copy of your passport bio/photo page.

### **Sign your contract**

Typically WU sends the contracts to the OIE in spring semester around spring break. You will receive an email from OIE staff as soon as it is received. The OIE does not negotiate or control the contents of the contract, so if you have questions, you should consult your TIU faculty contact and/or Dr. Linda Heuser. TIU prefers these are signed (two copies – one for you and one for TIU) and returned to them (OIE can send for you) no later than the first week in April.

One interesting cultural difference: TIU's process has been to make sure you sign your contract before they have the president sign it, so we get two copies of your contract. You have to sign both and then we send both back to TIU. They will then be signed at TIU, and one copy will come back to you (via the OIE) along with your certificate of eligibility (COE). TIU keeps one copy. We've asked if they could send them signed by the president so as to save a step and some time, but so far they've not taken our advice so we continue to have to do the extra mailing back and forth.

### **Wait for documents**

It usually takes a few weeks to get the COE form (the result of the application you submit in fall) and the signed contract. Please be patient.

### **Apply for the visa**

Once you have your contract and the COE, you'll be able to apply for your visa in Portland:  
<http://www.portland.us.emb-japan.go.jp/en/consulate/index.html>.

If you bring family members, they can go on a tourist visa (if U.S. citizens. Check for specific requirements for other nationalities). This also qualifies them to use rail passes for travel around Japan. Visiting professors cannot use a rail pass.

## **Salary/Taxation**

For the purposes of teaching in Japan, you must apply for a "Visiting Professor" visa since you are a private employee of TIU and will be paid by TIU. In the eyes of WU, you may be considered "exchange" or still connected in some way to the university, but **for the purposes of payment and visa, you are a private employee of TIU.**

This email is concerned with the issue of Japanese income tax for this private employment at TIU. If you ARE ABLE to complete this process prior to your arrival in Japan (we are hoping you will have the "U.S. residency" document by late April!), TIU does not have to withhold Japanese income tax. If you ARE NOT ABLE to complete the process, they DO have to withhold tax and sort out how to reimburse you later. It's the preference of TIU that you are able to submit the form prior to your arrival in Japan.

**As soon as possible after January 1<sup>st</sup>:** File your U.S. income taxes. Nothing else can be done until your U.S. taxes are filed. Once they are, you will need to use a copy to apply for a "U.S. Residency Certification," and if you don't start that process soon enough, you make payments harder for TIU. Once you have filed your taxes, you will then be able to complete and submit an application 8802, "Application for United States Residency Certification" to IRS (download from

www.irs.gov). This process is said to take 30 days, but in some years it can take months, so be sure to start this process as early as possible. You will get back a certification that you will give to TIU. If it arrives before you depart for Japan, please bring the certificate to the OIE so we can send it to TIU. This is the accounting department at TIU's preference. The worst case is you take it with you and give it to the accounting folks, preferably when you first arrive in Japan. Without it, they must withhold 20% of your salary in taxes and figure out how to reimburse you later.

So, in summary, here's what needs to happen related to the taxes.

**TAXES:**

- File U.S. income taxes as early as possible in January/February
- WU professors use filed tax info to apply for "U.S. Residency Certificate" (IRS form 8802)
- WU professors receive U.S. Residency Certificate (about 30 days later -- less some years, more some years)
- OIE sends ORIGINAL certificates to TIU (they want them by April but no later than early May – copies won't work for this process)
- TIU processes form through accounting to avoid withholding from your TIU salary

## TIU CONTACT INFORMATION

Generally, TIU prefers you send documents to them via the OIE.

To send document to TIU directly, please use this address:

<b>Name/Company:</b>	Mr. Hideki Shibata, IEC
<b>Street Address 1:</b>	Tokyo International University
<b>Street Address 2:</b>	1-13-1 Matobakita
<b>Apartment/Suite:</b>	International Exchange Center
<b>City:</b> Kawagoe-shi <b>State:</b> Saitama-ken <b>Zip:</b> 350-1197	
<b>INTERNATIONAL</b>	
<b>Country:</b> JAPAN	
<b>Postal Code (Required):</b> 350-1197	
<b>Phone (Required):</b> 81-49-232-1111	