

Important Information

1. Payment of grant

- ◆ The October Grant will be bank-transferred at around October 16, 2019.
- ◆ The November Grant and further monthly payment will be transferred on the third Wednesday every month in principle. (The date is subject to change.)

2. Final income tax return

- ◆ The income from the grant falls under the category of 'miscellaneous income' and income tax is not deducted directly from your income. The students who will receive grant from the program need to do your tax returns procedures on your own at the following year. You can get the total amount of miscellaneous income to report by deducting the necessary expenses for your research, such as the entrance fee and the tuition, from your total income of the grant in the each calendar year from 1 January to 31 December. Please make sure to record your expenditures and keep the necessary evidential documents for the tax purpose.
- ◆ A resident tax is also imposed to the grant income.

3. National Health Insurance

- ◆ If you are a dependent of your parent or your spouse, and covered by his/her health insurance, you may have to be independent from the current insurance and join the National Health Insurance after receiving the program grant. It depends on how much grant you are getting as well as the type of your current insurance. Please check with the employer of your supporter and take the necessary procedure. Especially if you are a doctoral student who receiving 200,000 yen a month, this case might be applicable to you.
To join the National Health Insurance, please go to the municipal office of your residence.

4. Certificate of enrollment

The GSDM office can issue a certificate of enrollment upon request. It certifies your enrollment on a single academic year basis. If you are to take QE or RDW in that year, the document can only certify your enrollment until QE or RDW.

5. GSDM grant

☆ Please report to the GSDM office in advance if you are a GSDM grantee and try to receive some other income.

Serving as a TA

GSDM grantees are allowed to do TA for GSDM-related courses. Before starting to work as a TA, please

turn in the "TA Assignment Report" and get an approval by the GSDM office. The report form can be downloaded at the GSDM homepage.

Participating in other paid activities, including tutors

Prior notification to the GSDM office is required when you participate in any paid activities including tutors. Please describe concisely about the relations between your research and the paid activities, your hourly rate, days (period) of your engagement, and your sponsor name. If you are found to be doing any paid activities without a prior notification, you may be asked to return your GSDM grant.

6. Internship

The GSDM students are required to notify the GSDM office in advance when they participate in internship programs other than under the International Project. Please submit "Prior Notification Form for Internship" in advance, which can be obtained through the Login page on the GSDM homepage. As for the Login page, please refer to the item number 11 below.

7. Payment of transportation fee between campuses

GSDM provides transportation fee when you participate in the GSDM related activities such as SIP, IEL, symposium, when it is held on a different campus away from yours. Please check the details in the Login page of the GSDM homepage.

8. GSDM office and GSDM_SE office

In addition to the GSDM office (Room #1314, International Academic Research Building), there is another GSDM_SE office (Room #203, School of Engineering building 2). One of the duties of SE office is to take care of the administrative procedures for business trips for some students. Please contact GSDM_SE office when necessary.

* GSDM_SE_Office: office@gsdm.t.u-tokyo.ac.jp

9. GSDM Annual Residential Study Program

The Annual Residential Study Program will take place on **21-22 March 2019**. The participation is **mandatory** for all the program students, so please mark the date on your calendar now.

10. Qualifying Examination (QE) and Research Design Workshop (RDW)

QE and RDW will take place in March for spring and September in fall each year. The next timing will be on **Friday, 20 March 2020 for this coming spring**. Those who are supposed to take QE and RDW respectively either in spring 2020, please mark the date on your calendar now not to miss it. Those who enrolled in the GSDM in fall 2019 and do not take QE or RDW at the above schedule, are still recommended to come and observe the sessions for your future performances.

11. Others

- ◆ GSDM office usually contacts you by E-mail. Please check your mail regularly and make sure to reply before the deadline when necessary. Please check the GSDM website to learn about classes, seminars and other program activities. The information for program students is posted under "News."
<http://gsdm.u-tokyo.ac.jp/en/>
Please also regularly check “the bulletin board for the program students” which is located under the Login Page on the website.
★ How to make an initial log-in to the Login Page (user name and password) will be e-mailed to you shortly after this Guidance session.
- ◆ GSDM shares information about our program, events and students’ activities, etc. through **GSDM Facebook**. You can go to the GSDM Facebook page from the GSDM homepage.
- ◆ If you have any changes in your address, phone number, mail address etc., please notify the GSDM office as well as your department office.
- ◆ In case you need to take a leave of absence from school, please consult with your advisor(s) and related offices and make sure to notify the GSDM office as well.
- ◆ The office hour of the GSDM office: **10:00-17:00 (Closed for lunch break 12:00-13:00)**.
Phone numbers: 03-5841-0846/1711
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