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.

All questions related to teaching (dates, times, logistics of your office/classroom, etc.) should be directed to your hiring

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.

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.

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.

In addition to the COE application, you must provide

two photos (size is on the application) AND a copy of you

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.