

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](mailto:klou@willamette.edu) or [candrese@willamette.edu](mailto:candrese@willamette.edu)) or the mail group set up for current and past OPEN lecture faculty, [tiusummerfac@willamette.edu](mailto:tiusummerfac@willamette.edu).

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

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.