

Applicant

Name		Student ID Number							
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Document of Earnings Form

Employee Name		Relation (to applicant)	
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◆Instructions for earning calculation

- ☐ Using wages for the past three months, compute average monthly wages and expected annual wages.
Exclude commuting allowance when calculation.

Average monthly wages (earnings before deduction - commuting allowance) × 15 = Expected annual wages

- ☐ If bonuses are not paid, multiply average monthly wages by 12 to calculate annual wages.
- ☐ If you cannot calculate using “average monthly wage × 15 (or × 12)” due to a long-term leave or resignation, please have your employer complete and certify Form 6-1. You cannot use this form.
- ☐ If wage slips for the past three months cannot be provided, employment duration is less than three months, or you lost wage slips, etc. use Form 6-1 (Expected Payment Certificate).
- ☐ Please use Form 6 - 3 for a Part-time employment inside the University of Osaka. Part-time employment inside the University of Osaka includes teaching assistants (TA), research assistants(RA), tutors, teaching fellow (TF), and part-time employees of the University of Osaka.

Fill in the table below. Please tick the applicable box.

In order from oldest to newest ↓	Place of employment (Company name)		
	Bonus applies: ☐ Yes ☐ No	Bonus applies: ☐ Yes ☐ No	Bonus applies: ☐ Yes ☐ No
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
Total	yen	yen	yen
Expected Annual Wages	Total ÷ Months × (☐ 15 / ☐ 12)	Total ÷Months × (☐ 15 / ☐ 12)	Total ÷Months × (☐ 15 / ☐ 12)
	= yen	= yen	= yen

Please prepare documentation by photocopying wage slips to size A4 paper and attach by either pasting or stapling (on the top left) behind this form. Documentation should be immediately visible when this page is turned.

- Wage slips should be arranged according to the order recorded above.
- Please photocopy this form if multiple pages are required.