

Receipt date:

## Application for Reissuance of the Student ID Card

Date:

To President, Okayama University

Faculty / Graduate School:

Department / Course / Major: \_\_\_\_\_

Student ID No.: \_\_\_\_\_

Name: \_\_\_\_\_

(Enter the name listed on your student ID card.)

I hereby request the reissuance of my student ID card for the following reason.

**1) Reason** (Check the relevant box and enter a specific reason.)

Loss    Damage    Theft    IC failure    Other

Place of loss, reason, date of occurrence, situation, etc.

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**2) Request for a temporary student ID card** (A temporary student ID card will remain issued to students who request it until a new student ID card is issued.)

Necessary → Submit your portrait photograph (3 cm long × 2.4 cm wide) together with this sheet to receive a temporary student ID card.

Not necessary

**3) Portrait photograph for a new student ID card**

The same portrait photograph as the current one should be used. → No portrait photograph is required.

A new portrait photograph should be used. → Submit your portrait photograph (4 cm long × 3 cm wide; color, glossy and borderless print, full frontal face, including shoulders, no hat; taken within the last six months; write your student ID number and name on the reverse side).

**4) Place of issuance of the new student ID card** (Check the box of the Cooperative where you wish to receive the card.)

Tsushima area / Travel Service Center, first floor of Peach Union

Shikata area / Kojika Shop, first floor in the Alumni Building of the Medical School

**\* Carry out the procedures after being sure to read the reverse side of this sheet.**

Charge for reissuance (2,160 yen)	Issuance of a (temporary) student ID card			
	Confirmation of payment	Date of issuance	Signature for receipt	Joint seal

In the case of IC failure (charged / for free)

Revised in July  
2016

## Procedures for Reissuance of the Student ID Card

1) Enter the necessary information on the Application for Reissuance of the Student ID Card.

2) Pay a charge of 2,160 yen for the reissuance at the Okayama University Cooperative.

Tsushima area / Travel Service Center, first floor of Peach Union

Shikata area / Kojika Shop, first floor in the Alumni Building of the Medical School

■ If you have used the Cooperative electronic money “momoca” service or the Cooperative meal card function, you must follow the procedures to suspend these functions and have a temporary Cooperative membership card issued. (The functions including the Cooperative electronic money service will be suspended on the following day when these procedures are completed. Only the fixed balance after the suspension of these functions can be transferred to your new student ID card. For more information, confirm with the Cooperative.)

3) Submit the Application for Reissuance of the Student ID Card.

Place of submission: Education Support Group of the Academic Planning Division, the Academic Affairs Department

Counter No.1, second floor of the Building for General Education A

(For students in the Shikata area and on the Evening Courses, the application must be submitted to the Education and Student Office of their faculty or graduate school.)

■ Students who wish to have a temporary student ID card issued must submit their portrait photograph (3 cm long × 2.4 cm wide).

(A temporary student ID card will be immediately issued for free. However, such issuance is limited to students who have paid the charge for reissuance.)

■ Students who wish to change their portrait photograph for their new student ID card must submit a photograph with the following specifications.

Specifications: 4 cm long × 3 cm wide; color, glossy and borderless print, full frontal face, including shoulders, no hat; taken within the last six months; write your student ID number and name on the reverse side.

■ Confirm the start date of issuance of the new student ID card.

■ Information on the suspension of your student ID card and transition procedures for the reissuance of a new student ID card will be conveyed to Okayama University libraries by the Academic Planning Division, the Academic Affairs Department. If you use the card to enter buildings other than a library, follow the necessary procedures individually at the relevant offices.

■ If your student ID card is found, notify the Academic Planning Division, the Academic Affairs Department accordingly by Friday of the week when you submitted the Application for Reissuance of the Student ID Card to the university. (Counter No.1, second floor of the Building for General Education A; Tel: 086-251-8426)

\* **Payment of the reissuance charge alone is not sufficient for the reissuance of the student ID card. The Application for Reissuance of the Student ID Card must be submitted to the university immediately after the payment of the charge.**

4) Receive the new student ID card.

- Receive your new student ID card at your designated Cooperative within its operating hours after the start date of issuance of the new student ID card.
- If you have had a temporary Cooperative membership card issued, you must follow the procedures to transfer your data to the new student ID card.