

# Guide to using the Okayama University Student card

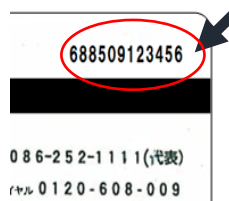
The student card is important to identify your status as the student of Okayama University. Since the student card will be issued when you enter the university, please carry it with you at all times and treat it very carefully without losing or damaging it. Furthermore, please keep it safe as it possesses IC and magnetic stripe functions.

## IC function of the student card

### 'Student card' + 'Membership card of Okayama University CO-OP'



When you use the card, please touch the card reader at the university library, and CO-OP stores (shops and at cafeterias). If you remove your card from the card reader under processing, it causes error and trouble. So please remove your card after the processing is finished.



The number on the upper right side on the back of the student card is the membership card number of Okayama University CO-OP. Please tell the number to the staff of CO-OP when you ask something or you do internet shopping on the website of CO-OP.

### The CO-OP electric money 'momoca'

(You can charge a unit of 1,000 yen and up to 50,000 yen at most.)

Before you use your student card for 'momoca', you need to put money into your card (to charge) in advance. You can charge at the recharge machines settled on Peach Union, Muscat Union, Pione Union and Medical Department Memorial Hall. You can also charge at a cashier of the CO-OP stores (shops and cafeterias). After handing over money in cash to the staff, please touch the card reader.

### Please do not stack IC cards!



If you have another IC card (such as Hareca card, PiTaPa card etc.) and these cards are stacked, the card reader cannot read your proper information because both interfere with each other. Please touch your card directly to the card reader.

## The place where you can use the IC card

\*In addition, the card can be used for entering buildings. Please ask for each faculty.



### Okayama University library

**personal authentication**

You can make use of your card to enter and lend books at the library.



### CO-OP shops

**membership authentication**

**momoca**

**CO-OP points**

**meal card**

CO-OP members will be received 10 % reward points when you buy books or textbooks at a book store. Lunch boxes manufactured by the CO-OP can be purchased with a meal card.



### CO-OP cafeterias

**membership authentication**

**momoca**

**CO-OP points**

**meal card**

CO-OP members will be received 5% reward points for all menus. Meal card is available at all cafeteria.

## Convenient and Economical by using the electric money

Every time you charge money to 'momoca', you can get extra 1% reward point !

### ● Please make a payment with 'momoca' !

When you pay at cafeterias or shops, there is no need to use money by using 'momoca', and you can pay smoothly. Since lunch time is very crowded, please cooperate to reduce crowding by using 'momoca'.

### ● Please check the balance in the receipt!

You can check the balance of 'momoca', you got in your receipt. Please check it carefully and recharge early if you do not enough money left on your card.

### ● About the CO-OP premium charge

When you charge your 'momoca' card (put money into your card), a 1% premium point will be added to your account. A for charging, you can charge at the recharge machines settled on Peach Union, Muscat Union, Pione Union and Medical Department Memorial Hall. You can also charge at a cashier of the CO-OP stores (shops and cafeterias). You can charge a unit of 1,000 yen and up to 50,000 yen at most.

## • the CO-OP point (for the CO-OP members only)

As for members benefits, 5% points are added at cafeterias included all menus, 10% points are added when you buy books and textbooks at the book store. You can use the points at the CO-OP online store or charge your student ID card as electronic money 'momoca'.

## • In the case of receiving the CO-OP points, please touch your card on the card reader.

In the case of receiving the CO-OP points, please touch your card on the card reader. If you remove your card from the card reader under processing, it causes error and trouble. So please remove your card after the processing is finished.

## About the procedure for the change of your electric money etc.

For graduate students from undergraduate students of Okayama university and Doctor's Course students from Master's Course students of Okayama University

## • Graduate students (students from Okayama University only)

### In Tsushima campus

Place: Travel Service 1F at Peach Union  
Opening hour: 10:00~17:00 (weekdays only)  
Please bring your old student card.

### In Shikata campus

Place: Kojika Shop 1F at Medical Department Memorial Hall  
Opening hour: 10:00~17:00 (weekdays only)  
Please bring your old student card.



## Please join the CO-OP member!

If you don't join the CO-OP, you can't receive benefits of membership.

Almost 100% of students of Okayama University and approximately 14,500 people join the CO-OP.

## • Benefits for the CO-OP members

At the shops

- 10% point will be added when purchasing books and textbooks. (If you do not join the CO-OP, the point won't be added.)
- The extra bonus points will be added depend on periods and items.
- The membership price will be applied to enter the driver's school (Maximum 5,000 yen point reward), to rent a car, etc.

At the cafeterias

- As for all the menu, the 5% point will be added back to your account. (If you do not join the CO-OP, the point won't be added.)

## • Application procedure to join the CO-OP

When you join the CO-OP, please prepare money 20,000 yen to purchase a member's investment of CO-OP. You will receive the money you paid for this investment back when you graduate the university. Amount of the member's investment: Undergraduate and graduate students: 20,000 yen  
For international students: 4,000 yen

## • The place you can join the CO-OP

### In Tsushima campus

Travel Service 1F at Peach Union

### In Shikata campus

Kojika Shop 1F at Medical Department Memorial Hall

## Attention of student ID handing

IC and magnetic stripe function may be damaged.

- (1) Please be sure to present it when you take regular exams at this university.
- (2) You can not lend it or transfer it to another person.
- (3) On graduation, completion, withdrawal, removal, or any other conclusion or cancellation of your student status, please return it immediately to the undergraduate / graduate school office of your department.
- (4) In case of loss / theft or damage, please promptly apply for your ID Card to be reissued.  
Reissue commission 2,000 yen (tax excluded)
- (5) When purchasing tickets on public transport for commuting, submit your student ID Card to the ticket vendor for a ticket discounted to student prices.
- (6) Be sure to carry your student ID Card whenever you board any means of public transport using your regular commuter pass or other student discount ticket. Present it whenever an attendant requests it.
- (7) It is possible to damage the IC and magnetic stripe / swipe function, so please handle your ID Card carefully.

• When carrying your card, please protect it from being folded or exposure to strong knocks.

- » Use a card-holder or cover, (hard case type), to carry your card.
- » Do not carry it in your wallet or pocket.
- » Do not rub or polish the card unnecessarily.
- » Do not hit the 'reader' part of the card on desks or other hard objects.

• Avoid exposing the card to high temperatures.

- » Do not leave it inside a car for long periods.
- » Do not leave it in a sunny place that may become hot.
- Do not keep it in a place where there are strong magnetic fields.
- » Do not keep it near the TV, radio, or near speakers.
- » Do not bring it close to a magnet.

• Do not keep it with other IC or magnetic cards.

## Contact Information

### ● Student ID Card

Reissue procedure for lost / stolen or damaged etc.

[https://www.okayama-u.ac.jp/tp/student/kyomu1\\_4.html](https://www.okayama-u.ac.jp/tp/student/kyomu1_4.html)

(岡大HP→在学生・保護者の方→在学中の諸手続き→学生証)

### Academic Planning Division, Academic Affairs Department

2F, Building for General Education A Counter①

TEL 086-251-8426

※Students belonging to the Shikata district and the night course are accepted at the faculty affairs department (graduate school).

### ● Inquiries about the commission fee of reissuing the student card, application for the CO-OP, the electric money 'momoca' etc.

### Okayama University CO-OP

(In Tsushima Campus)

Place: Travel Service 1F at Peach Union

TEL 086-256-4107

(In Shikata Campus)

Place: Kojika Shop 1F at Medical Department Memorial Hall

TEL 086-235-7047