

# Notice: Student ID cards

## To students who will graduate or complete faculty studies or graduate school in June, September or December 2020

You must return your student ID card to the Education and Student Office at your faculty or graduate school at the time of graduation or completion (at the time of issuance of a diploma or completion certificate). The following are detailed procedures, which you are required to follow.

### If you are not a Co-op member

You must return your student ID card to the Education and Student Office at your faculty or graduate school at the time that you graduate or complete your course.

### If you are a Co-op member

#### 1. Students no longer enrolled in Okayama University after graduation or completion

You must carry out the necessary procedures at the Co-op counter before you return your student ID card. If you have a balance of electronic money under the “momoca” system, use the balance or receive a refund of the balance at the Co-op counter.

- 1) Visit the Co-op counter to carry out the procedure for withdrawing from membership. Your personal seal is necessary to complete the procedure. After completion of withdrawal, all of your balance will be returned to you.

**Start date of the procedure: From 1st of the graduation (completion) month**

**Place: Peach Union 1F Travel Service Center, Alumni Building 1F Kojika Shop**

- 2) After completion of the procedure at the Co-op counter, return your student ID card to the Education and Student Office at your faculty or graduate school.

#### 2. Students continuing on to a Master's course or Doctor's course at Okayama University

You do not need to return your student ID card to the Education and Student Office at your faculty or graduate school at the time of graduation or completion.

- 1) A new student ID card will be distributed after entering a Master's course or Doctor's course.
- 2) After receiving the new student ID card, take your current and new student ID cards to the Co-op counter as early as possible to carry out the data transfer procedure.
- 3) After completion of the procedure, your current student ID card will be collected at the Co-op counter.

\* Your current student ID card can be used at the Co-op until procedure 2) is completed.

\* If you are scheduled to continue to use the Co-op for any reason other than the reason described in 2, consult either of the following contact points:

\*Weekdays only. (Closed on Saturdays, Sundays and public holidays)

Please confirm the Co-op HP or Co-op store in advance in case that business hours may be changed.

#### Co-op inquiries

(May 22 - June 14)

- Tsushima Campus : Peach Union 1F Travel Service Center , 10:00 am – 5:00 pm

\*Though it is announced that Travel Service Center is closed on the Co-op HP, we can only deal with things about Student ID card.

- Shikata Campus : Alumni Building 1F Kojika Shop, 10:00 am– 5:00 pm

(After June 15)

- Tsushima Campus : Peach Union 1F Travel Service Center, 10:00 am – 6:00 pm (Short-run business period, 10:00 am – 5:00 pm)
- Shikata Campus : Alumni Building 1F Kojika Shop, 8:30 am– 6:30 pm (Short-run business period, 9:30 am – 5:30 pm)

#### Co-op inquiries window by telephone

- Co-op head office: 086-256-4107 (10:00 am – 5:00 pm)