

# To students who will graduate, or complete faculty studies or graduate school

## Notice: Student ID Cards

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 a Co-op member

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

- 1) Before returning your student ID card, please complete the procedure for withdrawing from membership on the Co-op website.

##### **Start date of the procedure: Jan.20 (Thu)**

- Information on procedures is mailed to those who are planning to graduate.
  - After completion of withdrawal, all of your balance will be returned to you.
  - The momoca balance that was not used up by the end of March will also be refunded.
  - For inquiries about the procedure, please contact the Co-op head office. TEL 086-256-4107
- 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 masters or doctorate 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 to you at the beginning of April.
- 2) After receiving the new student ID card, take your current student ID card and new one 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)

Check business hours

Please confirm the Co-op HP (<https://www.okadai.coop/>) or Co-op store for business hours.

**Co-op inquiries** • Tsushima Campus : Peach Union 1F Travel Service Center  
• Shikata Campus : Alumni Building 1F Kojika Shop

**Co-op inquiries window by telephone** Co-op head office : 086-256-4107 (10:00-17:00)



### 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.