

Request for Re-issue of Student Identification Card

To the Dean of

Date (yyyy/mm/dd) (R____)

Faculty/Graduate School of

The University of Tokyo

[Please give the year in Japanese style format also]

Affiliation	Registered in: (yyyy/mm/dd) (R____)	
	Faculty/Graduate School:	Department:
	Course:	
Status	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Master's <input type="checkbox"/> Professional Degree Program <input type="checkbox"/> Doctorate <input type="checkbox"/> Research Student <input type="checkbox"/> Auditing Student <input type="checkbox"/> Special Register Student <input type="checkbox"/> Special Auditing Student <input type="checkbox"/> Special Research Student	
Student No.		Date of Birth (yyyy/mm/dd)
Name	Sur First	Telephone Number

■ Please write below the reason for requiring re-issue of the Student ID

Reason for Re-issue	<input type="checkbox"/> Loss・Theft (Please write below the date, location and situation etc.) <input type="checkbox"/> Damage (Please write below detail of damage or mutilation etc.) <input type="checkbox"/> Others (Please write below details of change to family name etc.) 〈Write details below〉	[Verification by applicant] <input type="checkbox"/> Chargeable <input type="checkbox"/> Free of Charge [Please tick one of the above] <input type="checkbox"/> Have contacted the Utility Card Office (Tel:0120-240-751) (Opening hours: 09:00 ~ 18:00)

- (Note) 1. Please fill in the above sections fully and tick the relevant boxes (□).
 2. If the reason for re-issue happens to be due to loss, theft or damage to cards, then a charge of JPY 2,000 will apply. Please check the 'Important Points' in the back of the form for details.
 3. No refund of the charge will be given following payment from ATMs etc.
 4. Once the application has been made, the old ID card will become unusable even if it is found.
 5. Application for re-issue is not required if the term of enrollment has been extended due to repeating or dropping down a year or taking leave of absence.
 6. The Student ID is a means of personal identification. Please be careful as it may be abused if stolen or lost.
 7. If you have any questions regarding the procedure please contact the student support office of your department.

◎ Please make sure to carefully read the reverse side and make the wire transfer if charges apply for the re-issue of the Student ID card

[※For Office Use Only]

Date of Receipt : 令和 年 月 日

○担当者確認印又はサイン

※どちらかの□にチェック願います。

<input type="checkbox"/> 有料	
<input type="checkbox"/> 無料	

共通ID : 00000000

(The following is filled in on receipt of the new Student ID)

※Please sign below having checked that there is no problem.

(Student)
Date : _____ Signature : _____

(Staff)
Date : _____ Signature : _____

※For use by Information Systems Dept.

○管理番号 : _____

*最後に記載する。

1. Please check No. 3 of **Important Points** below to see whether charges will be applied to re-issue the cards. If so please tick the box marked 'Chargable' in the section [Verification by Applicant] within the section Reason for Re-issue.
2. Please wire transfer application charge of JPY 2,000 from an ATM of Mitsui Sumitomo Bank if "Chargable".
(Notice) Handling charges will apply if the teller service of Mitsui Sumitomo Bank is used or payment is made from other banks.

【Wire Transfer Procedure】

- ① Pay the re-issue application fee of JPY 2,000 using ATMs of Mitsui-Sumitomo Bank.
- ② Attach the "transfer receipt" or "receipt of use" issued onto the bottom-right of this page.
- ③ Complete the form and submit it to the student support office of your department.
- ④ Collect your new student ID card from the same support office at a later date (usually about 2 weeks).

【Account and Payment Details】

1. Please input your name and student ID No. in the "Payee" section at the time of the transfer procedure.
2. No transaction charges will apply if ATMs at Mitui Sumitomo Banks are used (does not include teller services).
However if paid in out of hours (outside of 08:45~18:00 weekdays and including Sat., Sun. and holidays) a transaction charge of JPY 108 per transaction will be required.

●振込先金融機関等

三井住友銀行(0009)
東京第一支店(931)
口座番号 9521711
口座名義 国立大学法人東京大学部局収入金

●Transfer Details

Mitsui Sumitomo Bank (0009)
Tokyo Daiichi Branch (931)
Account No.: 9521711
Account Name: Kokuritu Daigaku Houjin
Tokyo Daigaku Bukyoku Shunyukin

■お振込人欄入力例

(学生証番号)
12345678
※ハイフンを除く8桁
の数字のみ入力

(氏名)
トウダイ タロウ
※セイとメイとの間に
スペースを入れる

■Payee Example

(Student ID. No.)	(Name)
12345678	Today Taro
※8 digit no.without any hyphens	Place a space between surname and first name as written on the original student ID card

【Important Points】

- 1) From the 1st April, 2012 charges of JPY 2,000 will apply to all application for re-issue of Students ID cards due to loss, theft or damage to cards.
- 2) Please note that no refund will be given.
- 3) Charges of JPY 2,000 will apply if re-issued for the following reasons

① When charges apply

- a) Loss, theft (charges apply even if the theft is reported to police)
- b) Damaged cards,(damage, mutilation)
- c) Condition when IC card is defective
 - 1) If fault occurs more than 1 month after the card was issued (i.e. April or October)

② When no charges apply

- a) Extension of enrollment period due to repeating or dropping down a year or taking a leave of absence (no need to apply for re-issue)
- b) Change of surname
- c) Changing faculty, department or course
- d) Condition when IC card is defective
 - 1) If fault occurs within 1 month of issue
(i.e. April or October only)
 - 2) Fault is found on receipt of ID card other than in specified months above due to leave of absence etc.

◎ Confirmation procedure on receipt of new ID card

Please sign on the appropriate place and check that the new card functions properly using the automatic certificate issuing machine etc.
If the card does not function properly please return to the student support office immediately.

※For Reference

Location of Mitsui Sumitomo Bank ATMs within the University of Tokyo

- 1) Hongo Campus - By the south side of the Yasuda Auditorium
- 2) Komaba Campus - Left hand side of the main gate (White building)
- 3) Kashiwa Campus - Between the Cafeteria and Co-op's "Food shop & Cafe"

Attach Transfer receipt or receipt of use

- Student ID No. : _____
- Name : _____

※Please attach the transfer receipt or receipt of use from Mitsui Sumitomo Bank