

# Student Identification Cards, Certificates and Notifications

---

## 1 Student ID Card

Your student ID card certifies that you are a student of Keio University, and allows entry into the Media Centers. (For regular undergraduate and graduate students it is also your Student Health Insurance Union [*gakusei kenkō hoken kumiai*] card). You will need it until you graduate or complete your studies, so be sure not to lose it. Please be sure to carry your student ID card with you when you are on campus. You must present your student ID card when:

- ① Asked by a faculty or staff member of Keio University (when making inquiries at a campus office);
- ② Receiving academic records, certificates, or a Student Travel Fare Discount Certificate (*gakuwari*);
- ③ Taking major exams; or
- ④ Asked by a public transportation official when buying a student commuter pass, or tickets with your student discount, or when using public transportation with that pass or ticket.

### 1. Renewing the Backside Registration Sticker on Your Student ID

#### (1) Undergraduate/Graduate Students

Refer to the information released by the Office of Student Services/SFC Academic Affairs Office (Academic Services) for the date and location for renewing your backside registration sticker. You will need the following documents:

- ① Student ID card (with your old backside registration sticker affixed to the back)
- ② Tuition fee payment receipt (if you are renewing after May 1)

Submit the above documents and you will receive a new backside registration sticker. Fill out the necessary information and affix it to the back of your student ID card (be sure to peel off the previous year's sticker before affixing the new one). If you are renewing the backside your registration sticker on your student ID card after May 1 and have lost your tuition fee payment receipt, you will have to apply for and receive a "Certificate of Payment for Tuition Fee" first.

#### (2) Japanese Language Program/Keio International Program Students

Your student ID card is valid until the date printed on the sticker attached to the back of your card, typically one semester. At the beginning of each semester, please obtain a new sticker at the Office of Student Services (Japanese Language Program) if you are a Japanese Language Program student, or the Office of Student Services (International Exchange Services Group) if you are a Keio International Program student.

## 2. Reissuing a Student ID Card

#### (1) Undergraduate/Graduate Students

If you lose or damage your student ID card, you must apply for a new one at the Office of Student Services/SFC Academic Affairs Office (Academic Services) on your campus. It costs 2,000 yen per reissue, and you must bring a recent photograph that meets the following requirements:

- ① 4cm × 3cm
- ② Color, gloss finish
- ③ Taken within last 3 months, of upper body and head from the front, no hats, plain background

#### (2) Japanese Language Program/Keio International Program Students

In the event that your student ID card is lost or damaged, you may request a new one at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) (2,000 yen per reissue). Please note that the student ID card cannot always be reissued on the same day as the request.

## 3. Returning a Student ID Card

If you find your old student ID card after a new one has been reissued, you must return it to the Office of Student Services/SFC Academic Affairs Office (Academic Services)/(International Exchange Services Group)/Office of Student Services (Japanese Language Program). Student ID cards must also be returned when you complete your studies, graduate, or if you withdraw your enrollment.

## **2 Certificates of Enrollment, Academic Transcripts, Certificates of Graduation (Expected Graduation), etc.**

### **1. Undergraduate/Graduate Students**

Certificates are issued either by the Office of Student Services/SFC Academic Affairs Office (Academic Services) at each campus, or the Certificate Issuing Machine located near the office at each campus. Fees will apply to issuing certificates. You will need your student ID card to have the certificates issued. Certificates will not be issued if your tuition fee for the previous semester has not yet been paid.

### **2. Japanese Language Program/Keio International Program Students**

You can obtain certificates (200 yen per copy) at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) by filling out the required application form. Make sure to bring your student ID card when you come to the office. It usually takes 3 business days for certificates to be issued (applications cannot be processed on weekends or national holidays). We also accept application forms by mail. For more details, please see the website. One copy of your Transcript of Academic Record and official grade report in English will be sent to you at the end of each semester free of charge. If you need more copies, please request them at the relevant office.

A Certificate of Completion (*shūryō-shō*) for the Japanese Language Program will be sent after the end of each semester. This certificate cannot be re-issued.

### **3 Student Travel Fare Discount Certificate (*Gakuwarisho*)**

If you travel a long distance via JR railways (more than 101 km one way), you can get a 20% discount by showing your “Student Travel Fare Discount Certificate” (*gakuwarisho*) and student ID card when purchasing railway tickets. (This does not apply to express and limited express fares.) Research students are not eligible for *gakuwarisho*.

You can obtain *gakuwarisho* at the Certificate Issuing Machine located near the Office of Student Services/SFC Academic Affairs Office (Academic Services) at each campus. You will need your student ID card to obtain these certificates. It is recommended to obtain certificates as soon as possible since the machines are always very busy before a long vacation starts. *Gakuwari* are valid for three months from the date of issue.

***Gakuwari* will not be issued to undergraduate/graduate students who do not receive the annual health checkup.**

Note:

*Gakuwari* are strictly supervised by JR railways. You will be penalized if your *Gakuwari* is used illegally, and legal action may be taken to ban all Keio University students from using the discount. Please be aware of these repercussions when using your *gakuwarisho*.

### **4 Certificate of Health**

Students who have a health checkup during the scheduled period can obtain a Certificate of Health from June 9, 2014, for the 2014 academic year.

#### **1. Undergraduate/Graduate Students**

You may obtain your health certificate in Japanese from the Certificate Issuing Machine located near the Office of Student Services/SFC Academic Affairs Office (Academic Services) at each campus. The Health Center (Wellness Center at SFC) can issue a health certificate in English. You will need your student ID card to have the certificate issued.

#### **2. Japanese Language Program/Keio International Program Students**

You can obtain your health certificate at the Health Center. You will need your student ID card to have the certificate issued.

### **5 Scholarship Certificate**

Please ask the Office of Student Services/SFC Academic Affairs Office, (Scholarships) or the appropriate office on your campus for information about scholarship certificates.

## 6 Notifications

### 1. Notification of Change of Address/Change of Guarantor

You are required to notify the Office of Student Services (Academic Services) or (International Exchange Services Group) if you or your guarantor make any changes to address, telephone number (including mobile phone), or email address. If your guarantor's address changes, you must submit a Certificate of Residence indicating his/her new address. Failing to notify the university may cause serious delays in receiving important documents and information. If you change your address, you will also need to add your new address to the address column located on the back of your student ID card.

Additionally, you will need to go to your local city office to change the address written on your resident card (or Certificate of Alien Registration, if applicable) and National Health Insurance Card within 14 days of any change. If you have a Resident Card, you will also need to go to your city office to notify them of your move.

Your mail will be forwarded to your new address for a year free of charge if you go to your local post office and fill out the change of address form.

#### (1) Undergraduate/Graduate Students

Please notify the Office of Student Services/SFC Academic Affairs Office (Academic Services).

#### (2) Japanese Language Program/Keio International Program Students

Please notify the Office of Student Services (Japanese Language Program) if you are a Japanese Language Program student, or the Office of Student Services (General Information Desk) if you are a Keio International Program student.

### 2. Change of Your Status of Residence

If your status of residence changes, please notify the International Center at your main campus (Student Life Section in the Academic Affairs Office at SFC) and submit a copy of both sides of your resident card to the office to confirm the change.

### 3. Other Notifications

#### (1) Undergraduate and Graduate Students/Keio International Program Students

Ask Office of Student Services (Academic Services) or the International Center at your main campus for information regarding other notifications on such matters as an extended absence, temporary leave of absence, return to study, or withdrawal from the university.

#### (2) Japanese Language Program Students

##### ① Notification of Extended Absence (*chōki kesseki todoke*)

If you cannot attend classes for more than 2 weeks because of an illness or other unavoidable reason, please inform your class coordinator and submit a "Notification of Extended Absence" (*chōki-kesseki-todoke*) to the Office of Student Services (Japanese Language Program). A medical certificate from a doctor must be attached if your absence is due to illness.

##### ② Application of Temporary Leave of Absence (*kyūgaku-negai*) and Notification of Returning to Study (*shūgaku-todoke*)

If you wish to take a leave of absence from the Japanese Language Program for one whole semester due to an illness or other unavoidable circumstance, please submit the "Application of Temporary Leave of Absence" (*kyūgaku negai*) with your signature and the signature of your guarantor to the Office of Student Services (Japanese Language Program). Please note that you must pay tuition and other necessary fees even while you are absent from the university.

Documents to be submitted:

- "Application of Temporary Leave of Absence" (*kyūgaku negai*) (Approval from an academic advisor is needed before submission.)
- A medical certificate from a doctor (If your absence is due to illness)

Submission deadlines: May 31 for Spring Semester/November 30 for Fall Semester

The request will be examined by the committee of the Center for Japanese Studies, and the results will be sent to you along with information about procedures for resuming attendance. When you wish to resume attendance, you should notify us by submitting the "Notification of Returning to Study" form (*shūgaku todoke*). If your absence is due to illness, please also provide a medical certificate from your doctor that verifies that you are physically ready to resume your studies.

##### ③ Notification of Withdrawal (*taigaku todoke*)

If you would like to leave the Japanese Language Program permanently, please state your reasons for leaving on the "Notification of Withdrawal" (*taigaku todoke*). Please provide your signature and the signature of your guarantor and submit the notice with your student ID card to the Office of Student Services (Japanese Language Program). Tuition and any other fees already paid are nonrefundable.