

Guidelines on Alumni Applications for a Nagoya University ID (including former faculty and staff members)

-When submitting an application:

These guidelines are for former members of Nagoya University (graduates, persons who completed doctorate or master's course or former faculty or staff members of the University) to whom the Nagoya University ID, provided by the Information and Communications Headquarters of the Nagoya University, is provided, when they request the issuance of a Nagoya University ID and its password in order to use the information services of Nagoya University.

The Nagoya University ID is an identification provided by the Information and Communications Headquarters for the information services of Nagoya University. The Nagoya University ID and its password are stated in the Notification of the Nagoya University ID. Please manage the issued Notification of the Nagoya University ID carefully to prevent other persons from having access to your Nagoya University ID.

The submitted Alumni Application for a Nagoya University ID (including former faculty and staff members) and a copy of the identification documents, as well as documents certifying enrollment or tenure will be maintained by the Information and Communications Headquarters in order to manage and operate the Nagoya University ID. Neither the Application nor the documents submitted with it will be used for any purposes other than the management and operation of the Nagoya University ID nor will they be provided to a third party.

When submitting an Alumni Application for a Nagoya University ID (including former faculty and staff members), please read the following information carefully and follow the procedures.

Subject persons:

- Former members of Nagoya University (graduates, persons who completed master's or doctorate courses or former faculty or staff members of the University) to whom the Nagoya University ID or Zengaku ID has been issued during their enrollment or tenure period and who fulfill any of the following conditions:
 - A person who has given his/her consent that the Information and Communications Headquarters manage the personal information (name, date of birth, email address

and gender) pertaining to the Nagoya University ID

Documents to submit

- Alumni Application for a Nagoya University ID (including former faculty and staff members) (all applicants)
- Basic Authentication Information (Attachment) (all applicants)
- Certificate of enrollment or tenure at Nagoya University (all applicants)
 - Graduates and persons who completed a master's or doctorate course: Diploma, graduation certificate or other official certificate proving that the applicant enrolled in the University
 - Former faculty or staff members of the University: Notice of retirement, certificate of enrollment or other official certificate proving that the applicant belonged to the University, such as a personnel record, etc.
- Identification (all applicants)
 - Certificate with the applicant's photograph, such as a passport, driver's license, etc.
 - If the applicant has no passport or driver's license, a health insurance card, certificate of residence, extract of family register or other official certificate that identifies the applicant.
- Certificate proving a name change (for applicants who changed their name after graduating, completing a course or retiring from Nagoya University)
 - Extract of family register or official certificate that proves the applicant's name change
- A self-addressed stamped envelope (applicant who sends an application via postal mail)
 - Please enter the address on the self-addressed stamped envelope that is the same address stated on the identification
 - If you desire regular mail for the reply, please affix an 80 yen stamp to a Size No. 3 long envelope (12cm X 23.5cm), or if you desire registered delivery, affix stamps for 380 yen on the envelope, and enclose it in the application.

Where to submit:

- If you bring the application in person: Information Technology Center 1F of Nagoya University

- Operating hours: 9:00 a.m. to 12:00 a.m. and 1:00 p.m. to 4:00 p.m. (weekdays only)
- If you send the application via postal mail: Please send the application, certificates, etc. via postal mail to the following address:
 - Postal mail address: Furo-cho, Chikusa-ku, Nagoya-shi, 464-8601
General Affairs Section (in charge of shared use), Information Promotion Division of the Information and Communications Headquarters, Nagoya University
 - If you submit a document confirming your enrollment or tenure, identification and a document proving your name change via postal mail, please enclose a copy of the page which proves your name, address, your photograph, etc.

Other guidelines

- In cases where you present (or enclose) a certificate other than those specified, your application may not be accepted.
- When a Notification of the Nagoya University ID is sent, your password is initialized. Therefore, your previously established password will be disabled.
- Applications sent via facsimile are not accepted.
- If the address on the return envelope is different from the address stated on the identification, your application may not be accepted.
- It may take several days to send the Nagoya University ID after acceptance of your application. If a Notification of the Nagoya University ID does not reach you even if a period of two weeks or more has elapsed after the application was sent, please contact the following office:

General Affairs Section (in charge of common use), Information Promotion Division of the Information and Communications Headquarters, Nagoya University

Phone: 052-789-4355; Facsimile: 052-789-4385

- For more details about the Nagoya University ID, please visit the following website.
Nagoya University ID website: <http://www.icts.nagoya-u.ac.jp/nuid/index.htm>