

Mail Address Change Application Form (For school staffs)

Nagoya University ID									
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※Please seal beside your name, if it is not your own writing.

Read in Japanese	
Name	
Affiliation	
Status	
Telephone number for contact	
Mail address for contact	_____ @ _____

Present address (Address before change)	_____ @_____.mbox.nagoya-u.ac.jp
Desirable address	_____@ (Following entry needlessness)
Reason for change	<input type="checkbox"/> It is too long. (The left of @ is over 21 characters.) <input type="checkbox"/> Adapt the mail address to the name order in your mother country. <input type="checkbox"/> Name was changed. (Paperwork should be completed in advance.) <input type="checkbox"/> Spelling is different.
Remarks	

1. There may be change in the right of @.
2. "Family name . First name@*.mbox.nagoya-u.ac.jp" is a standard. It may be unable to change into the wished address.
3. Please fill in the address by a half-width English small letter.

※ It takes several days for the procedure.

※ A notification will be sent by intramural mail on completion of the procedure

【 Presentation place 】

Information technology center 1F Information TEL:052-789-4355

【 Inquiries 】

Information and Communications Headquarters IT helpdesk TEL:052-747-6389

Question by web : <https://qa.icts.nagoya-u.ac.jp/>