

# Handling of IC Type Student ID Cards

Please keep this document safe while enrolled  
at the University

※This document contains important information concerning the IC Type Students ID Cards (from here on referred as ID Card).

## 1. On receiving your ID Card

Please record the 18-digit number found on the front of the ID card below (see image to right). This number will be required in order to reissue your card in case of loss or theft.

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## 2. Care to be taken when carrying your card

- ① The ID card contains **delicate electronic parts** (IC chip). Please take care not to damage or dirty the card. Also please keep the card away from water.
- ② **Please do not bend the card.** Please do not carry the card in places where unnecessary force is applied to the card, i.e. back pocket of pants etc. Also, please do not force the card onto the read-writer at an angle.



## 3. In case of loss or theft

Please call the number to the right immediately on noticing loss or theft of your ID card.

**Note:** The telephone number to the right is not to the University switchboard. Please do not use it unless contacting the Utility Card Management Section regarding the ID card

### Utility Card Management Section

(Hours of office: Everyday 09:00 – 18:00)  
[except New Years Holidays]

**0120-240-751** (Telephone only)

## 4. ID Card Re-issuing Office

Please contact the administration office handling academic affairs of your faculty/graduate school in person if you need the ID card re-issued due to loss, theft, damage, name change, etc. Please note that charges will apply if the ID card is re-issued due to loss, theft or damage.

## What can be done with an IC Type Student ID Card ?

### Issuing of various Certificates



Various  
Certificates

### Entry to Faculty Buildings and Classrooms



Varies according  
to faculties

### Entry to Libraries and checking out books

