

Request for Issue of Student Commuter Certificate / Report on the Course Registration

通学証明書交付願・履修状況報告書

Date: _____

To: Dean of the Undergraduate College of / Graduate Graduate School of Arts and Sciences

Student ID		Name	
Department and Grade	Junior Div. / Senior Div. / Master / Doctor	† By Handwriting. / As written on your student ID card.	
	Department: _____ Grade: _____	Phone	
Purpose of Commuting	<input type="checkbox"/> Taking classes offered on other campus.		
Commuting Destination	<input type="checkbox"/> Hongo Area Campus (<input type="checkbox"/> Hongo Campus <input type="checkbox"/> Yayoi Campus <input type="checkbox"/> Asano Campus) <input type="checkbox"/> Other Campus (_____)		
Commuting Route	<input type="checkbox"/> From my home to the Above Campus <input type="checkbox"/> From Komaba Campus to the Above Campus		
Commuter Pass to Komaba Campus	<input type="checkbox"/> I don't need it any longer (or the nearest station of Komaba Campus is on the above commuting route) .		
	<input type="checkbox"/> I will continue to buy it separately.		

通学定期乗車券購入証明書【駒場】

If you don't need a commuter pass to Komaba campus any longer, you must return your Commuter Certification Card (Komaba). It will be delivered by Academic Affairs Division in the April. It is student-ID-card-size folded card.

Commuter Certification Card (Komaba)	<input type="checkbox"/> I have it. <input type="checkbox"/> I don't have it. (<input type="checkbox"/> I need it. [→Fill in the lower half of the back side.] <input type="checkbox"/> I don't need it.)
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【Course Registration】 You have to prove that you need to commute to the above destination twice or more per week.

- Attach a printed Course Registration Status of UTAS.
- Attach a copy of my timetable.

※ Clarify which class is offered on the above destination campus.

- Fill the upper half of the back side.

※ Write names of class and teacher of all the courses you register on the above destination campus.

- ◆ You cannot buy a student commuter pass for extracurricular activities or part-time job. You can buy a student commuter pass during the term that classes you take is offered on the destination campus.
- ◆ Before submit this document, you must decide (1) Commuting route in detail, (2) Activation date of the pass, and (3) Validity period (1 month / 3 months / 6 months) of the pass.
- ◆ You cannot get a certificate for a part of the commuting route. If you want to buy a pass for a part of the commuting route, please consult with the railroad / bus company etc.
- ◆ Please contact us for more details.

Submit to:	Student Support Section, College of Arts and Sciences Administration Office Counter No. 8, Komaba Campus Weekdays 9:00-16:50 (12:30-13:30 out of services during vacation)
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(Left Blank Here) <input type="checkbox"/> 交換 (*) <input type="checkbox"/> 単票発行
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Course Registration

	Mon.	Tue.	Wed.	Thu.	Fri.
1	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :
2	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :
3	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :
4	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :
5	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :	Class : Teacher :
Others	Course : _____ Teacher : _____ Day / Time : _____				
	Course : _____ Teacher : _____ Day / Time : _____				

[If you don't have a Commuter Certification Card (Komaba) and you need it (continue to use or have to return), fill below.]

Request for (Re)issue of Commuter Certification Card 通学定期乗車券購入証明書 (再) 交付願

Date and Applicant: SAME AS THE BACK SIDE

To: Dean of the Undergraduate College of / Graduate Graduate School of Arts and Sciences

Reason of (Re)issue	<input type="checkbox"/> Not received it yet <input type="checkbox"/> Damaged or lost <input type="checkbox"/> Change of address (2nd time). <input type="checkbox"/> Other : _____
Commuting Route	FROM: () VIA: () TO: () <small>From nearest station of Your home to the nearest station of Komaba Campus, uniquely identified.</small>
Address	<input type="checkbox"/> Mitaka Int'l Hall of Residence [Room No.] : _____ <input type="checkbox"/> Komaba Lodge [Room No.] : _____ <input type="checkbox"/> Other [Address]: _____ <small>Same as registered on UTAS, and must be the most reasonable for the above route.</small>

※ If you find a certificate that has been lost after being reissued by this request, please be sure to dispose of it.