


Guidelines for Making Damage Reports

- In the case of possible loss or theft, please consult with the Student Support Division. A "Loss Report" form is also available.
- When reporting to the police, it is necessary to notify the police station or police box that has jurisdiction over the location where the incident occurred.
- As making reports to a police station is very likely to result in entry onto the campus by the police, please be certain to notify the Student Support Division.
- In addition, when entering the campus accompanied by police station or police box staff, please do so after informing the Main Gate Gatehouse.

For persons submitting a report by file prepared and printed with a computer:

 Color indicates required items. Please submit the form to the Student Support Section with all colored cells filled in and converted to white.

For persons submitting a report by file printed with a computer and filled in by hand:

In general, all items should be filled in.

Indicate checked boxes () with color, check marks, etc.