


Guidelines for Filling out the Application Form for Vehicle Entry onto Campus

In the situations below, student organizations are requested to submit the "Application Form for Vehicle Entry onto Campus" to Student Support Division of College of Arts and Sciences, etc.

- When wishing to enter the Komaba I Campus grounds by vehicle for student organization events, etc.

(For student organizations planning to print out and submit a file prepared on a computer)

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

(For student organizations planning to print out and fill out by hand)

In general, all items should be filled in.

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

(Shared items)

- * Applications are permitted up to the day on which vehicle entry is requested. However, same-day applications may not be approved if many vehicles are entering the campus that day, or if Faculty events require restrictions on traffic volume, etc.; as such, applications should be submitted early.
- * Entry onto campus by personal vehicles is not permitted except in special circumstances.
- * Permission may not be granted for large vehicles to enter through the Main Gate, including large buses, trucks, and some mini-buses. In this case, entry will be through the North Gate.
- * Some spaces, areas, etc. on campus do not permit parking.
- * Confirm the route to the parking space in advance by foot.
- * When filling out the application, keep in mind that moving or changing existing bollards, construction locations, etc. is difficult.

If this application is not submitted, injuries, etc. may not be covered by Disaster and Accident Insurance for Students.

* Where to submit: Counter No. 8, Administration Building, Student Support Section, Student Support Division

Counter hours: Weekdays (excepting summer holidays and Year-End / New Year holidays):

Regular hours: 9:00 - 16:50; during extended holidays: 9:00 - 16:50 (closed 12:30 - 13:30)

Date (mm-dd-yyyy): August 9, 2013

Application for Vehicle Entry onto Campus (for student organizations)

To: Manager of Student Support Division, College of Arts and Sciences

Application is made for vehicle entry onto campus, as follows.

Name of student organization	(Club, sports team, etc.) The Todai Gourmet Tour Club							
Representative (Captain)	Department:	Arts and Sciences	College/ Faculty	Department of Integrated Sciences	Stream Department	3 Year	Student ID Card Number	YY-XXXXXX
	Name	Shingo Takimoto		Mobile phone		080-GGGG-FFFF		
Person entering information	Department:	Arts and Sciences	College/ Faculty	Humanities and Social Sciences III Department		2 Year	Student ID Card Number	XX-YYYYYY
	Name	Ryuta Ueda		Mobile phone		070-EEEE-CCCC		

Period of entry onto campus	From (mm-dd-yyyy)	August 20, 2013		9 : 00 (time)		
	to			10 : 00 (time) * 2 hours or less		
Vehicle category	Mini-bus (capacity: 24)					
No. of vehicles	1 vehicles	■ Entry of bus or truck onto campus*1		■ Use of the North Gate*2		
Parking location	Side of the KCP South Bldg.					
Driver	Division/ Department *3		College/ Faculty	Stream Department	Year	Student ID Card Number
		Person unaffiliated with university	Organization to which person belongs	_____ Transit Co., Ltd.		
	Name	Teruyoshi Ueno		Mobile phone	090-AAAA-BBBB	
Reason for entering campus	For summer training camp boarding and luggage loading					
	If training camp, competition, or off-campus activity		■ Notification of training camp, competition, or off-campus activity has been submitted			
Destination and departure point	Facility name	Yamanaka Dormitory-Naito Seminar House		TEL	0555-62-0491	
	Address	Yamanashi Prefecture 506-296 Hirano Yamanakako-mura, Minami-tsuru-gun,				

*1 Check in the case of bus, truck, or other large vehicle entering campus. Note that large vehicles cannot enter through the Main Gate.

*2 Use of the North Gate is by appointment. Applications are received at Counter No. 8, Student Support Section, Student Support Division.

*3 If the driver belongs to an organization outside the university, enter the organization name, company name, etc. in the field for persons unaffiliated with the university.

* Entry onto campus is possible from 8:00 a.m. to 9:00 p.m., and is limited to 2 hours or less.

* The University accepts no responsibility for any accident, etc. occurring on the campus.

* This application form is for the purpose of permitting entry onto campus by vehicles, and does not constitute permission to park outside the Main Gate or inside the campus.

* In the event of entry onto campus by vehicles for purpose of training camp, competition, or off-campus activity, it is necessary to make prior or simultaneous submission of the "Notification of Training Camp, Competition, or Off-Campus Activity". If this is not submitted, vehicle entry may not be approved.

For entry by the Student Support Division

Date received

Permission