

[17] Student ID Number and Student ID Card

Student ID Number

Your student ID number, determined by the course and the graduate school you belong to, your entrance year, and your student number, will be issued by Doshisha University. This ID number will remain the same throughout your enrollment at Doshisha University.

Student ID card

Your student ID card is an official identification which certifies that you are a student of Graduate School of Global Studies, Doshisha University. Always carry the card with you and handle it carefully. Your ID card has functions as follows: Library card, Copy card, Co-op (Seikyo) Debit Account (Optional) and Key card to unlock the gate and doors of Karasuma Campus.

As necessary, show your ID card for:

- taking examinations
- visiting the office for procedures
- applying for certificates and student discounts
- receiving scholarships
- applying for accommodation and part-time jobs
- registering for jobs
- using facilities, including the Library and Health Center

Upon student graduation, withdrawal or expulsion, student ID card must be returned to Doshisha University.

Certificate for Commuter Pass (通学証明書 : *Tsugaku shoumeisho*)

To purchase a commuter pass, students must have a "Certificate for Commuter Pass," which is issued each year. Students must write their current home address on the certificate. If your certificate is damaged or lost, come to the GSGS Office for reissue of certificate (free of charge).

Lost or Stolen Student ID card

Students who lost their Student ID card must immediately go to a police station to report the loss and come to the GSGS Office to request the replacement by following procedures below:

1. Purchase an Application Form for Student ID Card Replacement (2000 yen) at the certificate-issuing machine (Shiko-kan first floor), fill in the necessary information and submit form to the GSGS Office.
2. Students must submit the application and receive the replacement card in person.
3. It takes about 3 days for issuing the replacement card after submitting application form.
4. If the GSGS Office finds anything suspicious about the reported loss, the application for replacement may not be accepted.

5. Once the application for replacement has been submitted, the old card will be invalid. If the lost card is then found, the old one must be returned to the GSGS Office. The replacement fee will not be returned.

How to Buy a Student Commuter Pass

To buy a Student Commuter Pass, take Student ID card and Certificate for Commuter Pass to a commuter pass sales counter and fill out a pass application form. On the Certificate for Commuter Pass, enter the name of the nearest station to your current resident address and Doshisha University (The route must be the shortest one from your home to Doshisha University and back.) The route can be changed only if the student moves to a different place or switches to other public transportation.

Student Discount Certificate

Student Discount Certificate is issued at the Certificate Issuing Machine located on the first floor of Shiko-kan. If you need the discount certificate, issue the certificate with your student ID card. (The discount rate is 20% off; a student cannot receive more than 4 certificates per day. If you wish to receive more than 10 certificates per year, additional certificates are available upon request. Certificate is valid for 3 months.)

Only the student who received the certificate may use it; giving it to others or using another person's certificate is prohibited. In the case of fraud, Doshisha University will no longer issue certificates to the students concerned. Thoroughly read the notification on the back of the certificate before use.