



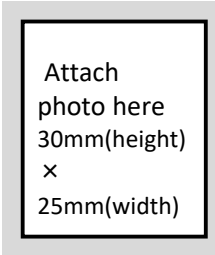
## Reissue application for Staff ID Card (Full-Time Staff Members)

To: President, Tokyo Institute of Technology

Date :

(Note 1) Requirements for submitted photo:

- a. In color (black and white not acceptable)
- b. Glossy finish (matte finish not acceptable) and unframed
- c. View of full-face and upper body; no hats; taken against a plain background;  
prescription glasses allowed
- d. Taken within the past 3 months
- e. Snapshots not acceptable
- f. Size 30 mm (height) × 25 mm (width)
- g. No photo is required for the reissuance of a staff ID card if your current photo does not have to be replaced.



ID Number * Leave this box blank if you do not know your ID number.		Pick-up Location <input type="checkbox"/> Ookayama <input type="checkbox"/> Suzukakedai <input type="checkbox"/> (Tamachi)* ↓
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\*For those who work at the Tamachi Campus:  
Please be sure to contact your designated administrative office of the Tamachi campus in advance if you are not able to visit the Ookayama Campus to pick up your staff ID card.

Department, Laboratory, Division, Group	
Position Title	
Contact Information (Extension or Email Address)	

Name in Chinese Characters (If Applicable)	Family Name	Given Name
Name in Katakana	Family Name	Given Name

Name in Alphabet Letters (If Applicable)		
	FAMILY Name	Given Name      Middle Name

If your name consists of alphabet letters, abbreviate it to 18 letters or less (including spaces and punctuation). The abbreviated name will be printed on your ID card. ↓

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

(Note) Personal information entered in this application will be used for management of the authentication system and data control.

If you previously studied or worked at the Tokyo Institute of Technology and had an Institute IC card, including student ID (issued on or after April 1, 2006), please fill in the boxes below to the best of your knowledge.

Reissue reason	<input type="checkbox"/> Lost <input type="checkbox"/> Breakage <input type="checkbox"/> Changing one's family name <input type="checkbox"/> Extension expiration date <input type="checkbox"/> Others	Enter the expiration date (      year/month/date      ) If others, please specify. (      ) *A 2,500yen fee will be charged to replace a lost card. The fee is waived for the replacement of a malfunctioning or damaged card.
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