

**Request for Reissuance of Student ID**

Date: year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_

To: Dean, Graduate School of Global Environmental Studies

Graduate School of Global Environmental Studies		Program	<input type="checkbox"/> Master's Program in Environmental Management <input type="checkbox"/> Doctoral program in Environmental Management <input type="checkbox"/> Doctoral program in Global Environmental Studies	
Name		Student ID No.		
(Mobile) Phone No.		E - Mail		
Current Address				

I hereby request reissuance of my Student ID for the reason indicated below.

## ◆ Reason for Reissuance Request (Circle the appropriate reason.)

1. Lost
2. Stolen

In the case of 1 or 2, please complete the following statement by filling in the blank spaces.

I notified \_\_\_\_\_ Police Station/Box on year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_.

Receipt Number: \_\_\_\_\_

3. Damaged:
4. Change of photograph (attach a photo of applicant sized 3cm × 2.4cm.)
5. Correction of registered information (due to insufficient confirmation etc.)

## ◆ Affix here "Certificate of Payment of Student ID Reissuance Fee," issued by Kyoto University Co-op.

Please pay the reissuance fee (1,300 yen) at Co-op store and attach the receipt (Certificate of Payment of Student ID Reissuance Fee "再交付料金納付証明書") here and submit.

**【Available places for payment】**Yoshida District

Co-op Store Head Office (North Area Store)  
 Clock tower Shop (South Area Store)  
 Shop Rune (Yoshida Shop)

Uji District

Uji Area Co-op Store

Katsura District

Katsura A Store  
 Katsura B Store

- Note 1: If your lost or stolen Student ID is found after a replacement ID has been issued to you, return your old student ID to your Faculty/Graduate School's Student Affairs Office.
- 2: When you request reissuance of your student ID for any reason other than loss or theft, the new ID will be exchanged for the old ID.
  - 3: Signature may replace printed name and seal.
  - 4: Please be aware that Student ID is a lending from the university, therefore when your Student ID is lost, stolen, or damaged...etc, the cost of the reissuance is 1,300 yen.
  - 5: Please be aware that after submitting your request to your Faculty/Graduate School's Student Affairs Office, you cannot cancel this request.