Student ID-Card Reissue Application

I apply to have my Student ID-Card reissued

For students repeating the same class etc.

太枠の中のみ記入してください。
Fill in the areas within the thick frame only.

Student ID No.

Department		
	Graduate School	
	Department	Affix photo here. NOTE Must be in color showing upper half of body without head covered. Must show full face and be taken within past 3 months. 4cm× 3cm
	Cluster	
	Major/Division	
Name	(*Name in katakana*)	
		☐ I submit digital image.

Reception Date (For Official Use)	Year/ Month/ Day

- Please cut here -

Important Reminders for Submitting Photos:

(Common Requirements)

The photo should be in color, facing forward, with your head and shoulders clearly visible and showing only one person. No photos with hats will be accepted.

The photo should not be older than 3 months.

The head should be completely visible.

(   )
The background should be plain with no shadows.

* The submitted photo will be used for the Student ID-Card and then registered in Momiji.

(Requirements for photos pasted on the document)

×
Size: 4 cm in length, 3 cm in width

Write your name and student number with a ball point pen on the back of the photo.

Stick the photo inside the limits of Picture Box with a double sided tape or paste.

(Requirements for photos submitted as digital image)

JPEG
The image should be a JPEG file.

* We do not accept any unreadable data (for example, files other than JPEG).
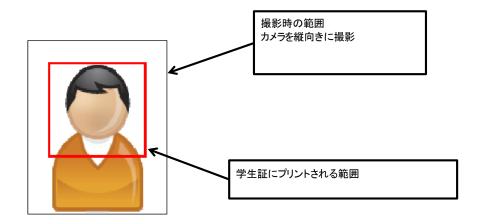
(   )   .jpg
Assign the name of image file as your student number (in one-byte capital letters).
The file extension must be designated in jpg.
   e.g. B039904.jpg

228×   300
Resolution and image quality: Fine color (More than width x height - 228 x 300 pixel)

 * Pictures smaller than the designated size might be blurred.

撮影時の範囲
カメラを縦向きに撮影

学生証にプリントされる範囲