学生の通称名使用　手続きの流れ

学生

部局担当窓口で使用願様式を受け取る

↓

使用願を記入して部局担当窓口に提出する

↓

部局

部局長は担当理事に使用願を提出する
（部局での対応・支援状況等まとめたものを添付する）
提出先：本部学務課教務チーム

↓

大学本部

担当理事は使用願を確認する

↓

担当理事は部局長に結果を通知する

↓

部局

通称名の使用を承認された学生に対し、
部局長は承認通知書を交付する

↓

部局事務担当者は学籍票等に通称名を使用する旨記載する
学生証再発行、学務システムのデータ修正、図書館への連絡
等を行う

Procedures for the Use of Preferred Name for Students

Student	The student obtains an application form from the appropriate office in the student's faculty/graduate school.
	The student fills out the form and submits it to the office in the student's faculty/ graduate school.
Undergraduate Faculty or Graduate School	The dean will forward the student's application form to the executive vice president in charge. (along with a summary of the condition of support at the student's faculty/ graduate school) Submitted to: Academic Affairs Team, Academic Affairs Group, Education and Student Support Department
University (Central Administration)	The executive vice president reviews the student's application.
	The executive vice president notifies the dean of the result.
Undergraduate Faculty or Graduate School	The dean will issues a notification of approval of the use of a preferred name to the student if appropriate.
	Administration staff at the student's faculty/graduate school indicates on the student's record that the student is using a preferred name. They will also reissue a Student ID, update the student's information in the academic system, and notify the library of the change in the student's information.