

For Students who wish to acquire Supplemental student status

If you, who are a doctoral student, would like supplement JAIST student status, you must fill out all the necessary items on “Application for Supplemental student status” and obtain permission and comments from your supervisor, advisors and dean before submitting the “Application for Supplemental student status” to the Educational Service Section, by the end of the month two months prior to the month in which the status begins. Also, you must take all the necessary procedures below with each section, if applicable.

Please note that students under Supplemental student status are not allowed to use the Ishikawa Campus including JAIST Library and Tokyo Satellite except for degree applications and other procedures required by JAIST, use of on-campus facilities available to non-JAIST students, and participation in events.

1) Procedures of Supplemental student status (Educational Service Section, Educational Affairs Department)

Submission of “Application for Supplemental student status”, Receipt of “Permission for Supplemental student status”, and so on.

2) Tuition Fees (Accounting Section, Accounting Department)

If you have not completed the payment of tuition fees for the semester that you are enrolled, JAIST cannot accept the “Application for Supplemental student status”.

3) Student ID Card (Student Welfare Section, Student Affairs Department)

You must return your student ID card once by the start day for the period of your supplemental student status in order to revise its ID data.

You will receive a student ID card for Supplemental student status instead.

4) Scholarships (International Student Section, Student Affairs Department)

You cannot receive any scholarships under the Supplemental student status. You must take a procedure to return the scholarship if you have received scholarships from Japan Student Services Organization, Local Public Organization, or Private Organization.

5) Student Housing/JAIST House (Student Welfare Section, Student Affairs Department)

You cannot resident JAIST House under the Supplemental student status. Be sure to do as below before moving out.

- ① Submit a “Notification of Moving out” in advance.
- ② Complete your payment by the last month of your staying.
- ③ Discuss the moving out day with the Facility Planning Section in advance, then clean your room and have a check from the Student Welfare Section.

6) Change of address (Student Welfare Section, Student Affairs Department)

If you change your address, you must submit “Change-of-address Form” to the Student Welfare Section and then correct the information on the Gakumu System.

7) TA, RA, UA and Researcher (Academic Personal Section, Human Resource Department)

If you are a TA, RA, UA or Researcher, draw up an autograph “Letter of Resignation” and submit it to the Academic Personal Section.

8) Library (Library Service Section, Research Affairs Department)

You must return the books and materials you have borrowed from JAIST Library by the start of your Supplemental student status period. During the Supplemental student status period, you will not be able to use library services, such as entering the library and borrowing books, or using Electronic Library such as E-Journals with your student ID card. Please return your User Card of KIT (KIT-LC CARD) to JAIST Library by the start date of your supplemental student status. If you have books borrowed from Kanazawa Institute of Technology Library Center (KIT-LC), return them to KIT-LC promptly.

9) Parking Lots (Environment Conservation Section, Facility Management Department)

You cannot use either On-Campus Parking Lot or Municipal JAIST Parking Lot under the Supplemental student status. If you have used them, you must return the Pass Card to Environment Conservation Section.

10) JAIST User Account, Rental Devices

(Research Center for Advanced Computing Infrastructure)

In principle, JAIST User Account (E-mail and other systems) is invalid under the Supplemental student status.

You must return rental devices from us (Tablet PC and attachments or other things) by the proposed start day.

If you have any question regarding this matter, contact Research Center for Advanced Computing Infrastructure (isc-query@ml.jaist.ac.jp).

11) Student of Residence in Japan (International Student Section, Student Affairs Department)

You are not allowed to stay in Japan with student status of residence “Student” under the supplemental student status. You must change your status or go back to your home country by the starting date of the supplemental student status.

<Others>

Be sure to take procedures for changing your resident registration, telephone, electricity, gas, water, mail, newspapers, TV, etc. by yourself when you move out.