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# Enrollment Procedures & Student Insurance Handbook

NAGOYA  
UNIVERSITY



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2024-2025

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**G30 International Programs**

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Check the schedule for exact dates and times.

The New Student Handbook is separately provided to detail general pre-departure and post arrival information.

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Please also check the Pre-departure and Post Arrival Information page to see what's happening during the Orientation Week.

<https://admissions.g30.nagoya-u.ac.jp/pre-arrival/>

## BEFORE ARRIVAL (DEADLINE: JUNE 12)

### 1. ID PHOTO (STEP 3 IN T-CENS)

ID photo used for a Student ID must meet certain requirements which include:

- Taken in front of a solid, neutral color background
- No hat, sunglasses, earbuds, face masks or other objects (except for head coverings for religious purposes)
- Make sure that your entire face is visible, clear in focus
- Taken in the last 3 months
- Should be larger than 330 x 284 pixel (300 dpi) in size
- Saved in jpg; resize, if necessary, to make the image's aspect ratio of 3.5 x 3

The screenshot shows a web interface for uploading an ID photo. On the left, there is a placeholder box labeled 'ID Photo' and 'No Upload' with a green border. To the right of this box is a text input field with the placeholder text 'ファイルを選択' (Select file) and a message '選択されていません' (Not selected). Further right are two buttons: an orange 'Upload' button with an upward arrow icon, and a red 'Delete' button with a trash can icon.

### 2. HOUSING APPLICATION (STEP 3 IN T-CENS)

For those who wish to live in the Myoken dormitory, please choose "Yes."

You should find Form 2 on T-Cens asking the question 'Do you intend to stay in the university dormitory?' and all you need is to choose yes or no. If you select yes, then your application for the dormitory is done.

Almost 100% of dormitory applications have been successful in past years so don't worry too much about being rejected. If we find there are more applications than rooms available and if there is even the slightest possibility that some applications couldn't be made through, we will let everybody know immediately (we do hope it won't be the case, since a case has never happened before).

### 3. JAPANESE LANGUAGE LEARNING QUESTIONNAIRE (STEP 3 IN T-CENS)

All students, including those whose first language is Japanese, are required to submit the "Japanese Language Learning Questionnaire (**Form 1**)."

After arriving on campus, all G30 students will sit for a placement test to help G30 Japanese Language Coordinators to assess your current level of Japanese. The course you will be placed into will be carefully decided based on your answers to the Japanese Learning Questionnaire (**Form 1**) and the placement test which will be held during the Orientation Week. The placement test is only used for the purpose of evaluating your present level of Japanese, so do not feel pressured!

### 4. DOWNLOAD NECESSARY FORMS FROM T-CENS

(Only if applicable)

- **Form 3** Letter of Guarantee
- **Form 4** Consent Form for the Notification of Credits Obtained

Please find details in section **Form 3 and Form 4** of this handbook.

# G30 ENROLLMENT ORIENTATION

During the G30 Enrollment Orientation, you will be asked to sign in a bunch of paper (- You DON'T need to sign any documents before coming to Nagoya, except for the **Form 3 and 4**). We strongly encourage you to read through instructions and university policies to familiarize yourself with what you expect to see during the Orientation Week.

## 1. PLEDGE

All students enrolled at Nagoya University are subject to the rules and regulations as well as disciplinary actions resulted from academic misconduct stated below.

These rules and regulations are deemed as a legally binding contract between you and the University, and you are expected to abide by these terms and conditions during your time at Nagoya University. Please read carefully and understand them.

- Nagoya University General Rules
- Nagoya University Graduate School General Rules
- Nagoya University Degree Rules
- Nagoya University Student Discipline Rules
- Rules on Grade Evaluation and the GPA System at Nagoya University etc.

\*Posted on Nagoya University Website

[http://en.nagoya-u.ac.jp/academics/campus\\_life/rules/index.html](http://en.nagoya-u.ac.jp/academics/campus_life/rules/index.html)

These rules and regulations may be subject to changes while you are enrolled as a student at Nagoya University. That said, as a general rule, you are subject to the rules and regulations you saw in the document you signed. If any changes could apply to or affect everyone including you, you will be notified well in advance via the university portal or bulletin board.

Every single student is required to submit a pledge letter during the Enrollment Orientation. Once you sign and submit it, it means you declare committing yourself to studying at Nagoya University!

## 2. LEDGE OF COMPLIANCE OF THE INFORMATION SECURITY POLICY

In the digital age, you must also know and understand university information security policy and regulations. As a responsible adult and as a member of the university community, you must also understand and comply with the rules, regulations and guidelines specified therein.

- Tokai National Higher Education and Research System Information Security Policy (\*1)
- Nagoya University Information Security Policy (\*2)
- Nagoya University Information Security Guidelines (\*3)

(\*1) [https://www.icts.nagoya-u.ac.jp/nu-only/en/security/THERS\\_security-policy\\_en.pdf](https://www.icts.nagoya-u.ac.jp/nu-only/en/security/THERS_security-policy_en.pdf)

(\*2) <https://www.icts.nagoya-u.ac.jp/en/security/policy.html>

(\*3) <https://www.icts.nagoya-u.ac.jp/en/security/guideline.html>

Important notes:

- (1) Nagoya University members who violate the *Tokai National Higher Education and Research System Information Security Policy*, the *Nagoya University Information Security Policy*, or the *Nagoya University Information Security Guidelines* should be subject to disciplinary action as stipulated in the Nagoya University General Rules, the Nagoya University Student Discipline Rules, etc.
- (2) If you download a copyrighted work (music, video, comic, book, paper, computer program) even for individual or private use while knowing that it can be illegal, you are still subject to disciplinary action or/and criminal charges or legal punishment (Imprisonment for up to 2 years, a fine of up to 2 million yen, or both).
- (3) Nagoya University prohibits a use of such file sharing software as Winny, WinMX, Share, Gnutella (Cabos, LimeWire, Shareaza, etc.) and Xunlei.

Note: If you need to access the above-mentioned software for education or research purposes, prior approval must be granted by the Information and Communications Headquarters.

- (4) Nagoya University's Information services will be made available only if you pass a test "Information Security Training for New Students" through e-Learning (<https://www.icts.nagoya-u.ac.jp/en/security/training.html>). All G30 students will go over the process altogether during the Information Security Set-up session.

Note:

If you fail to pass the test, just try over and over again until you pass, or you are unable to use the following services Nagoya University offers:

- Nagoya University Portal
- Information Media Studies System

- Nagoya University Mail; and
- Wireless LAN (NUWNET)

### 3. LETTER OF CONSENT TO PERSONAL DATA PROCESSING (FOR INTERNATIONAL STUDENTS WHO ENTER JAPAN ON A STUDENT VISA)

According to the Article 19-17 of the *Immigration Control and Refugee Recognition Act*, Nagoya University as your host institution must be left with a right to disclose your personal information to the *Ministry of Education, Culture, Sports, Science and Technology* (MEXT), and the *Immigration Services Agency of Japan*. So with a consent letter, you give a permission to Nagoya University disclosing your personal information to the third party whenever necessary.

- University record relating to enrollment, graduation, etc. – for insurance, a date of enrollment / graduation / withdrawal / expulsion / unknown whereabouts
- Basic information such as a student full name, nationality, gender, date of birth, address, residence card number, and any other information requested by authority

You can also find details about how we protect your personal information in the section 7. Handling personal information by Nagoya University.

### 4. FORM 3 AND FORM 4



#### IMPORTANT

Those documents should be signed by a guardian such as a parent before arriving in Nagoya and then you are required to submit the signed forms during the Orientation.

#### Form 3 “Letter of Guarantee”

...Only for

**(1) Japanese passport holders or those with a Japanese permanent resident visa;**

**or**

**(2) Foreign nationals whose parent or guardian (hereinafter referred as a co-signer) currently lives in Japan**



Please know:

- 1) The guarantor must be a self-supporting adult who is reliably able to fulfill their responsibilities as a guarantor.
- 2) As the university may contact the guarantor in case of an emergency, such as to address problems related to payment of enrollment and tuition fees or other points requiring confirmation, please make sure that the guarantor can reliably be reached at the contact information (address, phone number, etc.) provided on the guarantee.
- 3) If there are any changes to the information included in the guarantee after enrolling, please promptly resubmit a guarantee to your school.

#### **Form 4 "Consent From for the Notification of Credits Obtained"**

##### **...Only for students whose co-signer currently lives in Japan**

"Notification of Credits Obtained" will be sent to a parent or guardian (hereinafter referred to your co-signer) if they currently live in Japan and you agree to send it to your co-signer directly from the university.

A letter of Notification of Credits Obtained contains a status of credits earned during a previous year and will be sent periodically in mid- to late June of your 2<sup>nd</sup> year, 3<sup>rd</sup> year and 4<sup>th</sup> year. Please note that under no circumstance, the university will re-send the letter. In other words, the university won't re-issue a letter if a letter is returned as a result of a wrong mail address, no intended recipient at the address to receive a letter, or failed attempt of delivery (especially be mindful of a Hold Mail period at a Japan Post Office when you receive a notice of failed delivery attempt). Please contact the student affairs office if there is any change to their contact information after submitting the form during the G30 Orientation.

## **5. JAPAN POST BANK**

[https://jp-bank-kaisetsu.japanpost.jp/account\\_open/0010.php](https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php)

If you don't have a bank account in Japan, please attend the Bank Orientation. If you cannot attend, you need to wait for at least six months to have one. Strictly speaking, under the *Income Tax Act* or the *Foreign Exchange and Foreign Trade Act*, those who live in Japan for less than half a year are deemed as a "*non-resident*" person although you



have a visa valid for more than six months. *Non-resident* people are not allowed to open an account in Japan.



### IMPORTANT

**MEXT, G30 and JASSO Scholarship** recipients also need your account with Japan Post Bank to receive a scholarship monthly stipend. It usually takes about a month to receive an ATM card (or sometimes referred to as a cash card), so while the ATM card is not available you have to go to the counter to withdraw money from your account.

Hours: 9:00-17:00, on weekdays

#### 1. *Yuucho* Debit / Japan Post Debit Card

When you make an application to open an account, the option to have a debit card can be chosen if you wish to have one.

#### 2. Overseas and Domestic Remittance

Japan Post Bank has two different fee systems for international remittance – non-residents and residents. Japan Post Bank will charge 7,500 yen if you go to a counter to pay out beyond Japan's borders. If you use the online ゆうちょダイレクト (*Yuucho Direct*) service, the standard fee for overseas remittance could be reduced to 3,000 yen. Also know that you may be required to pay additional miscellaneous fees in the form of a markup or margin added to the Japan Post Bank exchange rate.

Note:

Non-Japanese nationals who newly arrive in Japan are being considered as a *non-resident* person for up to six months from a date of entry, and thus the fee system for international remittance applies to all transactions initiated from your end, including a domestic bank transfer. If you wish to send money domestically, doing so over the counter can save a little bit of money. Don't forget to bring a bank book and cash card with you.

	Over the Counter	Online Banking
International Remittance	7,500 yen	3,000 yen
Domestic Bank Transfer (within six months)	100-880 yen (Processing fees)	3,000 yen
Domestic Bank Transfer (after six months)	100-880 yen (Processing fees)	100-880 yen (Processing fees)

## 6. TUITION FEE PAYMENT

>> This section mainly aims at **self-funded students** but all G30 students including MEXT and G30 Scholarship recipients are required to attend the Bank Orientation to open an account with Japan Post Bank. <<

Everyone is required to pay your tuition fee direct to Nagoya University using the authorized payment method.

If you don't have a bank account in Japan, please join the Bank Orientation and open an account with Japan Post Bank in the first place. After opening an account with Japan Post Bank, please go to the Nagoya University's official website and submit the Bank Account Online Registration Form. Once it's successfully accepted, a scheduled payment will automatically pay out on designated date every semester.

### 1. When should I pay

**Fall semester tuition: November 26**

**Spring semester tuition: May 26**

Note:

If the financial institution is closed on the payment transfer (direct debit) date, an automatic wire transfer will be scheduled to set on the next business day.

### 2. What is the amount?

**Fall semester: 267,900 JPY**

**Spring semester: 267,900 JPY**

If the tuition increases during your time at Nagoya University, a newly set fee will automatically apply going forward. This will affect every student including those who enrolled in G30 international programs in previous years. (- Good news is that fortunately the tuition at Nagoya University remains unchanged for many years.) MEXT and G30 Scholarship recipients are exempted from paying the full tuition, regardless of a tuition increase, during a granted scholarship term.

### 3. How should I pay? Tuition fee automatic bank transfer (direct debit)

You will pay your tuition fee direct to Nagoya University using the authorized payment method. A scheduled payment will automatically pay out on designated date every semester. A payment is made by "automatic bank transfer" and a set amount of money will be withdrawn from your bank account. You are required to pay the tuition in full every semester; cannot pay in installments.

#### **Tuition Fees > Bank Account Online Registration**

[https://en.nagoya-u.ac.jp/academics/campus\\_life/tuition/index.html](https://en.nagoya-u.ac.jp/academics/campus_life/tuition/index.html)

Please register a bank account under either you, your parents/guardian, or a guarantor's name.

Mitsubishi UFJ Factors Ltd., in partner with Nagoya University, has been authorized to collect money for the university by withdrawing tuition money from your account. Upon submission of the online registration form, you are deemed as giving a consent that the tuition will be automatically paid out of your account every semester.

**Step1**

ログイン（学生番号、生年月日入力）

Login to the system（Enter student ID number and date of birth）

**Step2**

個人情報保護方針の確認・同意

Review and agree to the Privacy Policy

**Step3**

学生情報の確認

Confirm student information

**Step4**

お支払方法の選択

Select a payment method

**Step5**

口座名義人・メールアドレスの登録

Register bank account holder's name and E-mail Address

**Step6**

口座名義人・メールアドレスの確認

Confirm bank account holder's name and E-mail Address

**Step7**

外部金融機関サイトでの口座情報の登録

Account information registration at each financial institution site

**Step8**

授業料口座振替・登録用Webサイトに戻り、登録完了

Complete financial site registration and return to tuition fee registration site and continue with completion

**Step9**

登録完了メールの受信

Receipt of registration completion email

## 7. REGISTRATION / TUITION FEES EXEMPTION

>>Recipients of the **MEXT scholarship** or **Nagoya University G30 Scholarship** (including JUGAS) do not need to apply for tuition fee exemption.

See instructions in a separate file as a detailed guide. You can also refer to the website:

<https://en.nagoya-u.ac.jp/academics/scholarship/index.html>

### Foreign nationals who don't have permanent resident visa

- Registration Fee Waiver Application
  - Check eligibility requirements
  - Download and fill out the Application Form  
<https://nuss.nagoya-u.ac.jp/s/A6KkHBtLP6SGSPQ>
  - Submit the Application Form during the G30 Orientation (after arrival)
  - Upload required documents onto the portal "Exemption System" during the application period (**October 12 to 25, 2024**)
- Results will be announced in early December through the NU Portal.
  
- Tuition Fee Waiver Application
  - Check eligibility requirements
  - Apply through the NU Portal (Exemption System) during the application period (**October 12 to 25, 2024**) uploading or submitting required documents in person.
- Results will be announced in early December through the NU Portal.

### For Japanese and those who have a permanent resident, dependent/spouse visa

#### **New Higher Education Study Support Program** (高等教育修学支援新制度)

- Registration/Tuition Fees Waiver Program
  - Check eligibility requirements
  - Download and fill out the form  
<https://nuss.nagoya-u.ac.jp/s/A6KkHBtLP6SGSPQ>
  - Submit the Application Form during the G30 Orientation (after arrival)
- Results will be announce in early December through the NU Portal.
- For any questions, please contact at [shien-menjo@t.mail.nagoya-u.ac.jp](mailto:shien-menjo@t.mail.nagoya-u.ac.jp)

## How much is the exemption?

### For International Students

- After document screening, successful applicants may receive tuition fee exemption between 50% and 100%. Please note that the tuition fee exemption may not be available for all applicants due to limited resources. It is advisable that you prepare to pay the necessary fees.

### For Japanese and those who have a permanent resident, dependent/spouse resident visa

- If you are selected as a financial aid recipient (scholarship and tuition exemption) under the **New Higher Education Study Support Program**, you can receive tuition fee exemption (one-third, two-third, or full exemption). Recipients might also be eligible for the admission fee which could offset the registration fee paid (one-third, two-third or full reduction). After enrollment, you will be reimbursed at the time of notification of results.

## 8. STUDENT INSURANCE (KNOWN AS PAS AND LSR)

- For whom? - All G30 students
- Insurance Period - Starting on October 1, 0:00 a.m. until the end of your fourth year (September 30, 23:59)

Note: If you plan to continue your study at Nagoya University after a bachelor's degree program, insurance can be renewed to cover another few years until you complete your study at Nagoya University. Please go and talk with people from the student affairs team at the school you belong to.

- Thing(s) to do – Please pay insurance premium at a Japan post office before the G30 Enrollment Orientation.

### 1. Insurance Premiums

Fees (For 4 years)	PAS (Gakkensai)		LSR (Futaibaiseiki)	Comprehensive Insurance (Futai-Gakusou)	
	Basic Plan	Add-on Plan(s)			
		Commuting Accidents	Course A (Gakkenbai)	Japanese	Int'l Student
4,660 JPY (ALL)	2,300 JPY (mandatory)	1,000 JPY (mandatory)	1,360 JPY (mandatory)	<Optional>	<Optional>

Optional	1) Personal Liability Insurance for Students by <b>NU Coop</b> - Insurance Premium: 920 yen or 4,280 yen for 6 months 2) Life Mutual Insurance by <b>NU Coop</b> - Insurance Premium: 6,000 yen for a year
	Note: Coop Membership Fee (4,000 yen) is necessary to purchase Coop insurance products. Refundable and one-time payment. Detailed information will be given during the Coop Orientation.

## 2. What's Personal Accident Insurance for Students Pursuing Education and Research (PAS), or also known as *Gakkensai*?

All full-time students at Nagoya University must take out *Personal Accident Insurance for Students Pursuing Education and Research* (PAS or also known as "*Gakkensai*" in Japanese) offered by *Japan Educational Exchanges and Services* (JEES). The insurance policy includes life insurance and disability benefits and covers medical expenses **if you are injured** as a result of an accident during a school-sponsored or supervised activity. Its special clause also offers coverage of medical treatment if you get caught in traffic accidents on their way to or from school. The insurance plan can provide benefit packages at an affordable premium and are designed to offer payment of medical expenses and disability benefits. **Please know the PAS doesn't carry liability insurance policy** and **all G30 students must take out LSR or *Futaibaiseki* (known as *Gakkenbai*), often referred to when in Japanese, as well (see below).**

PAS, *Gakkensai* provides aid to students in case of injury from an accident in Japan or overseas as a result of a sudden or fortuitous accident of an external origin in the course of educational and research activities. The insurance includes special coverage for commuting to school and between school facilities.

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### **PAS Accidents or injuries covered by insurance policies, coverage and type of plan**

<i>Classification</i>	<i>During curricular activities and school events</i>	<i>During extracurricular activities</i>	<i>While inside a school building; commuting; travelling between school buildings/campuses</i>
<i>Loss of Life Insurance (Within 180 days)</i>	JPY 20 M	JPY 10 M	JPY 10 M
<i>Disability Insurance (Within 180 days)</i>	JPY 1.2 M to 30 M	JPY 600 K to 15 M	JPY 600 K to 15 M
<i>Medical Insurance (When you receive medical treatment)</i>	JPY 3 K to 300 K (Will be claimed if treatment requires more than 1 day)	JPY 30 K to 300 M (Will be claimed if treatment requires more than 14 days)	JPY 6 K to 300 M (Will be claimed if treatment requires more than 4 days)
<i>Additional Benefits when hospitalized (Up to 180 days)</i>	JPY 4 K per day starting from a first day when you are hospitalized. Regardless you are eligible to claim medical insurance benefits, it is payable from a first day of hospitalization.		

3. What's Liability Insurance for Student Pursuing Education and Research (LSR), or also known as *Futaibaiseiki* or *Gakkenbai*?

**\*Compulsory for all G30 students.**

LSR (*Futaibaiseiki*) is an add-on liability insurance which also provides students who contribute to the PAS (*Gakkensai*). It provides coverage for legal compensation incurred from loss or damages to another person or/and their property as a result of an unexpected accident while you engage in a regular class activity or extracurricular activity or you are on a way to or from school or between school buildings.

#### **Definition of School Activities:**

During internship programs; nursing care practicum (including pharmaceutical educational practicum training); educational practicum; nursery practicum; volunteer activities; commuting to and from school or practicum sites; regular curricular activities; school-sponsored or supervised events and activities; extracurricular activities sponsored or recognized by school authority.

#### 4. What's **Coop Insurance**? (Optional but strongly recommended to enroll)

If you are looking for a few more options, Nagoya University Coop also provides another insurance plan. You can apply and pay insurance premium during the Coop Orientation. Insurance policies will start offering coverage from the next day. Although application for personal liability insurance requires the purchase of student coop membership, the membership fee (4,000 yen) will be refunded prior to your departure at your request.

Ref: <https://sed.adm.nagoya-u.ac.jp/en/arrival/insurance.html>

#### **Personal Liability Insurance for Students (PLIS), also known as *Gakubai* (Optional)**

PLIS is liability insurance offered by Nagoya University Coop that covers compensation for damages to a third party or a third party's property. All G30 students are strongly recommended to subscribe to the Personal Liability Insurance for Students even if you take out such insurance in your home country. The insurance fee is 1,800 yen per year and it covers up to 100 million yen of damages to a third party as a result of an unexpected accident no matter where it happens. If you prefer to ride a bike to the campus, this is a good plan to carry. Please be advised that the Aichi Prefecture requires all cyclists to take out bicycle liability insurance.

#### **Life Mutual Insurance (Optional)**

Even though the National Health Insurance Scheme (NHIS) covers 70% of medical expenses, you may need to pay a medical bill incurred as a result of a illness or injury. This insurance provides benefits on a daily basis (5,000 yen per day) when you are hospitalized to receive medical treatment.

## **9. HANDLING OF PERSONAL INFORMATION BY NAGOYA UNIVERSITY**

Accompanying the execution of the "Act on the Protection of Personal Information Held by Administrative Agencies," Nagoya University recognizes the importance of protecting personal information and has established the Nagoya University Personal Information Protection Rules.

Nagoya University endeavors to safely manage personal information obtained from all students through the documents submitted during enrollment procedures and during students' terms of enrollment. This includes handling this information appropriately and preventing leaks.

Personal information obtained by Nagoya University is used within the range approved for university operations. Nagoya University particularly asks your understanding concerning the following information handling.

If you have established that incorrect information has been registered, please inform the Student Affairs & Planning Division section.

Rights concerning the protection of students' personal information are guaranteed by the "Act on the Protection of Personal Information Held by Administrative Agencies."

For details, see "Public Information Disclosure System" on the Nagoya University homepage:

[http://en.nagoya-u.ac.jp/about\\_nu/objectives/disclosure/index.html](http://en.nagoya-u.ac.jp/about_nu/objectives/disclosure/index.html)

1. Posting names, student numbers, etc.

To conduct educational activities smoothly, Nagoya University may post student names, student numbers, etc. on bulletin' boards for communication purposes with students. In order to protect the students' personal interests, attention should be paid to the purpose of the posting.

2. Tuition fee automatic withdrawal system

Nagoya University uses a system in which tuition fee payments are automatically withdrawn from a bank account (tuition fee automatic withdrawal system). The "tuition fee automatic withdrawal report" is submitted to one of the banks designated by Nagoya University (Aichi Bank, Sumitomo Mitsui Banking Corporation, Chukyo Bank, MUFG Bank, Bank of Nagoya). We have verified that each of these designated banks is making every possible effort to ensure appropriate handling and management of personal information.

3. Personal Accident Insurance for Students Pursuing Education and Research

The student education and research accident insurance, the supplementary student education and research liability insurance, and the supplementary student life comprehensive insurance are joint insurance contracts concluded between the Japan Educational Exchanges and Services incorporated foundation and insurance companies (Aioi Nissay Dowa Insurance, Sompo Japan Nipponkoa, Tokio Marine & Nichido Fire Insurance, and Mitsui Sumitomo Insurance). Tokio Marine & Nichido Fire Insurance serves as the agent for the other insurance companies. We have verified that the Japan Educational Exchanges and Services incorporated foundation and each of the insurance companies are making every possible effort to ensure appropriate handling and management of personal information.

4. Nagoya University Alumni Association

The Nagoya University Alumni Association is an organization established for linking graduates and increasing cooperation between Nagoya University and society. Through enhancing communication and personal exchange, Nagoya University becomes a university accessible to society. Membership includes graduates, current students, faculty, etc.

For the university and the alumni association to organize various events etc., Nagoya University may supply the alumni association with a student's name, date of birth, school and department (specializations), year of enrollment, date of graduation, etc.. We have verified that the Nagoya University Alumni Association is making every possible effort to ensure appropriate handling and management of personal information.

#### 5. Nagoya University Consumer Cooperative (NU CO-OP)

The Nagoya University Consumer Cooperative (university co-op) is an organization established for improving the quality of cultural and economic aspects of student and faculty life. It operates to supply co-op members with (i) goods and services and (ii) facilities. Members enroll directly in the university co-op themselves. However, to keep data on members' enrollment status up to date, Nagoya University supplies the university co-op with student name lists prepared by the individual schools. We have verified that the university co-op is making every possible effort to ensure appropriate handling and management of personal information.