

Application procedures for Campus Vehicle Pass for Kawauchi North Campus

Introduction

Those who intend to enter Kawauchi North Campus by car for commuting or to conduct business at the Campus need to apply and receive Campus Vehicle Pass in advance, except in the case of temporary entry.

Those who apply for Campus Vehicle Pass in the academic year 2021, please check the eligibility before applying.

From the academic year 2021, an electronic application system has been started for faculty/staff members of the university. In principle, we ask for your cooperation in using the electronic application system.

【Office in charge】

place	section
Kawauchi North Campus	Finance Section ,Graduate School of International Cultural Studies (Graduate School of International Cultural Studies) Office of Center for Northeast Asian Studies (Center for Northeast Asian Studies) Student Affairs Procurement Section, Student Affairs Division , Education and Student Support Department (Institute for Excellence in Higher Education. Center for Date-driven Science and Artificial Intelligence. Institute for Promoting Graduate Degree Programs. Center for the Advancement of Open Online Education. Education and Student Support Department.)

【Office in charge】

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1. For commuters

(1) Application Procedure

Refer to “Permission Criteria (for Applicant)” (Supplementary sheet 1) to check application eligibility, then apply in the following way.

① How to apply

A) Electronic application system

Please log in to the following Electronic application form using your TU Mail (@tohoku.ac.jp) / student email (DC Mail) (@dc.tohoku.ac.jp) and enter the application information.

【Application form】 : <https://forms.gle/tXwekmtErD4AnHUX7>

B) Application form (paper)

Those who do not have a TU Mail or DC Mail account, or are unable to apply by Electronic application system, please submit the following application form to the section in charge at each department.

※Attachment to an email is acceptable.

【Application form(paper)】 :

Application for Campus Vehicle Pass (for Commuters and Students)
(Supplementary format 1)

② Application deadline : March 12, 2021

• For those who have a disability that makes it very difficult to commute to the place of work or study without the use of a car and want to receive an exemption from paying the vehicle pass charge.

(Vehicle Control Regulations for Kawauchi Campus at National University Corporation Tohoku University Article 7 and its internal regulation 8 (4))

Electronic application : Select “Request for exemption of the vehicle pass charge “of “8.Payment method of vehicle pass charge” in application. Send a copy of your physical disability certificate or other documents that can confirm the degree of disability to the Section in charge by e-mail.

Application form(paper) : In the "Reason for application" field, please state that you are applying for exemption and its reason. Submit application form with a copy of the physical disability certificate or other documents that can confirm the degree of disability to the section in charge of department.

To Section in charge of each department

Please confirm the contents of the application form (paper) submitted by the applicant and submit it to the Section in charge by March 12, 2021.

(2) How to receive Campus Vehicle Pass.

Campus Vehicle Pass Card and Sticker will be issued as follows.

A) Applicants who selected "Pay in cash" as the method of payment.

Applicants can receive the Campus vehicle pass and pass card after the payment is completed. At the payment, any changes will not be provided, so please prepare exact amount of yearly payment (¥1,000 (For students ¥500) × Number of months)

※Only cash payment is available for students, staffs of collaborating Institutions, and temporary staffs from staffing agency.

B) Applicants who selected "Payroll deduction" as the method of payment.

After completing the procedure of payroll deduction, applicants may get Campus Vehicle Pass Card and Sticker at the Section in charge.

Please note that the amount of payroll deduction should be ¥1,000 for a month, but depending on the timing of the application and other factors, two months worth may be deducted at the first deduction.

To Section in charge of each department.

When the issuance process is completed, the "List of Entry Permits" will be sent to the Section in charge. Please announce applicants about the receiving of Campus Vehicle Pass Card and Sticker.

2. For applicants for Special Purpose Vehicle Pass (excluding commuting to work or study).

(1) Application Procedure

Refer to “Permission Criteria (for Applicants)” (Supplementary format1) to check application eligibility, then submit an application in the following way.

Those who do not plan to enter frequently, use the temporary Campus Vehicle Pass application.

① How to apply

A) Electronic application system

Please log in to the following Electronic application form using TU Mail (@tohoku.ac.jp) / student email (DC Mail) (@dc.tohoku.ac.jp) and enter application information.

【Application form】 : <https://forms.gle/8FfD1YLsf2ZCw1918>

If you have TU Mail, please apply using the application form above.

B) Application form (paper)

Those who do not have a TU Mail or DC Mail account, or are unable to apply by Electronic application system, please submit the following application form to the section in charge at each department.

※Attachment to an email is acceptable.

【Application form】 :

Application for Special Purpose Vehicle Pass (for Faculty/Staff/Students)
(Supplementary Form 2)

② Application deadline: March 12, 2021

To Section in charge of each department

Please confirm the contents of the application form (paper) submitted by the applicants and submit it to the Section in charge by March 12, 2021.

(2) How to receive Special Purpose vehicle pass.

Applicants will receive a Special Purpose vehicle Pass Card and Sticker from

section in charge of each department.

To Section in charge of each department.

When the issuance process is completed, the “List of Entry Permits” will be sent to the Section in charge. Please announce applicants about the receiving of Campus Vehicle Pass Card and Sticker.

3. For applicants for Special Purpose Vehicle Pass (for people outside Tohoku University who have business with Tohoku University).

(1) Application Procedure

Refer to “Permission Criteria (for Applicant)” (Supplementary format1) to check application eligibility, then submit an application in the following way.

Those who do not plan to enter frequently, use the Temporary Campus Vehicle Pass application.

① How to apply

A) Electronic application system

Access the following Electronic application form and enter the information.

【Application form】 : <https://forms.gle/cF4issSiNHbign9i7>

※ Please prepare an email address for automatic delivery to confirm of your application content.

B) Application form (paper)

Those who are unable to apply by Electronic application system, please submit the following application form

【Application form(paper)】

• Collaborated-researchers, etc. : Application for Special Purpose Vehicle Pass
(for Faculty/Staff/Students) (Supplementary Form 2)

※ Attachment to an email is acceptable.

• Vendors, etc. : Application for Special Purpose Vehicle Pass
(For Vendors) (Supplementary Form3)

② Application deadline:

• Collaborated-researchers, etc. : March 12, 2021.

To Section in charge of each department

Please confirm the contents of the application form (paper) submitted by the applicant and submit it to the Section in charge by March 12, 2021.

• Vendors, etc. : Application is acceptable at any time.

③ Confirmation by the business destination (Only required for Vendors, etc.)

Vendors, etc. are required to be confirmed by the business destination as follows.

Electronic application: ① Print out a copy of the application content which is automatically delivered to your e-mail address and bring it to the section in charge of business destination for confirmation.

② Submit the confirmed documents to the Section in charge

Application form (paper); ① Bring the application form (paper) to the Section in charge of business destination for confirmation.

② Submit the documents which is confirmed by the section in charge of business destination to the Section in charge.

To Section in charge of each department

Please announce to all related sections that when Vendors, etc. ask for confirmation of the business destination, please cooperate to sign or seal.

(2) How to receive Special Purpose vehicle pass.

① Issuance Schedule

• **Collaborated-researchers, etc.**

Applicants will receive a Special purpose vehicle Pass Card and Sticker at the section in charge of each department.

• **Vendors, etc.**

Applicants will receive a Special purpose vehicle Pass Card and Sticker.

4. Change of Information, Return of Campus Vehicle Pass

Those who need to change their information or return their Campus Vehicle Pass Card, please submit the following application form to the Section in charge. After confirming the details, the Vehicle pass charge will be refunded.

【Application form】 :Report on Change of Information/Return of Vehicle Pass
(For Faculty/Staff/Students) (Supplementary Form 4)
Report on Change of Information (for Vendors)
(Supplementary Form 5)

Electronic application system is not available.

5. Campus Vehicle Pass Card for academic year 2020

Campus Vehicle Pass Card issued for academic year 2020 will be valid until March 31, 2021. Please return them when Campus Vehicle Pass Card are issued for academic year 2021. In order to avoid confusion at the time of the changeover at the beginning of April, you can use Campus Vehicle Pass Card for academic year 2020 for about two weeks after April 1, 2021.

6. Related Rules

- ・ 国立大学法人東北大学川内キャンパス構内自動車入構管理規程(Japanese only)
- ・ 国立大学法人東北大学川内キャンパス構内自動車入構管理実施内規(Japanese only)