

## Explanatory Items Related to Applying to Use One's Personal Appellation

### 1. Explanation of this system's details

- You can go back to your officially registered name on a passport (official name) after changing to a personal appellation, but as a rule you are not authorized to change again to some other full name.
- In the future, your personal appellation will be shown on all documents the university issues except those for which the use of a personal appellation is prohibited by laws and regulations.
- Your personal appellation will also be shown on transcripts and other documents sent to your home, etc.
- An official name will be shown on documents related to teacher's licenses, national government certifications and so on for which the use of a personal appellation is prohibited by law.
- Listing an official name may be required for procedures related to temporary employees or teaching assistants

Main reasons why listing an official name may be required:

- Employing and paying temporary employees
- Paying teaching assistants
  - Due to paperwork based on laws and regulations

### 2. Other points to note

- If you used your personal appellation at the time you graduate, complete your course or withdraw from the university, your personal appellation will also be used in subsequently issued documents.
- When asked to provide proof of your use of your personal appellation, please apply for the separately attached Form 5—Regarding the Form in Which a Tokyo Metropolitan University Student's Name Is Written—and explain that you are the person in question based on said document.
- Please contact the Academic Affairs Division, Academic & Student Affairs Division of your faculty/graduate school, or Diversity Promotion Office if you have additional questions.

# **Tokyo Metropolitan University Guidelines for Handling the Use of Students' Personal Appellations**

Enacted September 29, 2017

## Article 1 (Purpose)

These guidelines specify how this university will handle the personal appellations of students and other procedures.

## Article 2 (Definitions)

For the purpose of these guidelines, "personal appellation" refers to something (including a maiden name) widely used in place of the name on one's passport (hereinafter, "real name").

## Article 3 (Students who can apply to use a personal appellation)

The following students can apply to use personal appellations:

1. Undergraduate students
2. Graduate program students
3. Graduate school students
4. Credited auditing students
5. Research students

## Article 4 (Cases in which personal appellations can be used)

Personal appellations can be used in the following cases:

1. When a surname changes for such reasons as marriage
2. By students of foreign nationality whose personal appellations are shown on their residence record
3. Other cases as deemed necessary

## Article 5 (Documents in which personal appellations are used)

Personal appellations may be used in documents other than the ones specified in Article 6 below.

## Article 6 (Documents in which personal appellations cannot be used)

Personal appellations cannot be used in the following documents:

1. Teacher's license application documents
2. When the law specifies that one's real name must be used
3. For other documents in which the university president has determined the use of personal appellations would present difficulties

#### Article 7 (Applying to use a personal appellation)

1. Students who wish to use a personal appellation must submit an official application form (attached Form 1) and any required documents to the registrar of the school, etc., with which they are affiliated.
2. The university president will approve the use of a personal appellation after determining that the abovementioned application meets the requirements of Article 4, and will then notify the student in question via the registrar of the school, etc., with an official notice of permission (attached Form 2).
3. Students who have applied to use a personal appellation and received permission cannot as a rule change their name again to anything other than their real name. Furthermore, students who have changed their personal appellation back to their real name cannot in principle change to their personal appellation again.

#### Article 8 (Discontinuing use of a personal appellation)

1. Students who use a personal appellation and wish to discontinue its use must notify the registrar of the school, etc., with an official discontinuation notice (attached Form 3).
2. When the application stipulated in the preceding item has been approved, the student in question will be notified via the registrar of the school, etc., with an official notice of permission (attached Form 4).

#### Article 9 (Records)

The registrar of the school, etc. is to record the details of applications stipulated in the previous two articles above that have been approved in the clerical work information system.

#### Article 10 (Handling of personal appellations following graduation, course completion or withdrawal from the university)

With regard to applications for and issuing of documents (other than items specified in Article 6) that pertain to students who were using a personal appellation at the time of graduation, course completion or withdrawal from the university, said students' personal appellations will continue to be used following graduation, course completion or withdrawal from the university.

#### Article 11 (Certificate pertaining to the use of a personal appellation)

Attached Form 5 (Regarding the Form in Which a Tokyo Metropolitan University Student's Name Is Written) will be issued upon the request of a student using a personal appellation for certification that the use of a personal appellation has been, or was, authorized for things such as this university's documents.

#### Article 12 (Other)

The university president will separately specify required items other than those specified in these guidelines.

Supplementary Provisions

These guidelines were implemented from October 1, 2017

Form 1

Date:

## Application for Use of Personal Appellation

To: Tokyo Metropolitan University president

I consent to the points below and apply to use a personal appellation as described below.

Please confirm the content and check those applicable.

- Your personal appellation will be shown in all fields for your name in all varieties of certificates (including report cards sent to your guarantor's address) that Tokyo Metropolitan University issues if your application for use of personal appellation is approved.
- In principle, you cannot change to a name other than the one in your passport again if your application for use of personal appellation is approved.

I have confirmed the preceding details and consent.

Student		Guarantor	
Name	Seal/signature	Name and relationship	Seal/signature
Address		Address	
Tel.		Tel.	

◆ Applicant's data:

Student ID number: \_\_\_\_\_ Grade: \_\_\_\_\_  
Faculty and department (graduate school):  
Course and department (major):  
Name: \_\_\_\_\_ Name in katakana: \_\_\_\_\_  
Name\* rendered in Roman alphabetic characters:  
Nationality:

\*Please write the name shown in your passport.

◆ Personal appellation that will be used:

Katakana		
Personal appellation		
Alphabet	Surname	Given name(s)

◆ Reason for wanting to use a personal appellation (Please check the applicable  below.)

	Reason	Required documents
<input type="checkbox"/>	① I changed my surname because I married, but wish to use my maiden name	Student ID, family register
<input type="checkbox"/>	② I want to use the personal appellation shown on my residence record	Student ID, a copy of residence record
<input type="checkbox"/>	③ I belong to a sexual minority and want to use my personal appellation	Student ID, a copy of residence record
<input type="checkbox"/>	④ Other (please write your reasons in the space below)	Student ID, a copy of residence record, items that support the justification for your reasons

◆ Reasons (Please only write here if you chose ④ Other)

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This space is reserved for clerical processing

Starting date:

Date recorded in student's record:

Other

Confirmation seal
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Form 2

Date:

## Notice of Permission to Use Personal Appellation

To:

This is to notify you that your \_\_\_\_\_ (date) application to use a personal appellation as shown below has been approved.

1. Personal appellation that will be used:

Katakana		
Personal appellation		
Alphabet	Surname	Given name(s)

2. Date use will commence:

Tokyo Metropolitan University president

Form 3

Date:

## Notice regarding Discontinuation of Use of Personal Appellation

To: Tokyo Metropolitan University president

I am applying to discontinue the use of my personal appellation, as shown below.

◆ Personal appellation whose use will be discontinued:

Katakana		
Personal appellation		
Alphabet	Surname	Given name(s)

◆ Officially registered name on a passport that will be used:

Katakana		
Personal appellation		
Alphabet	Surname	Given name(s)

◆ Reasons for discontinuation

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This space is reserved for clerical processing

Starting date:

Date recorded in student's record:

Other

Confirmation  
seal



Form 4

Date:

## Notice of Permission to Discontinue Use Personal Appellation

To:

This is to notify you that your \_\_\_\_\_ (date) application to discontinue the use of your personal appellation as shown below has been approved.

### 1. Personal appellation whose use will be discontinued:

Katakana		
Personal appellation		
Alphabet	Surname	Given name(s)

### 2. Officially registered name on a passport that will be used:

Katakana		
Personal appellation		
Alphabet	Surname	Given name(s)

### 3. Date use will commence:

Tokyo Metropolitan University president

Form 5

## Regarding the Form in Which a Tokyo Metropolitan University Student's Name Is Written

Tokyo Metropolitan University permits students to apply to use their personal appellation rather than the officially registered name on a passport. For the student below, Tokyo Metropolitan University will hereinafter use personal appellation in various kinds of documents, including diplomas. However, please note that this usage does not apply to documents and other things for which the officially registered name must be recorded in accordance with laws and regulations.

Personal appellation:

Officially registered name:

Date:

Tokyo Metropolitan University president