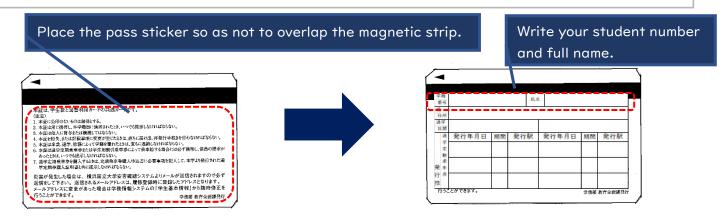
## Student Commuter Pass

[Students entering the University in or after AY 2023]

All students entering the University in or after AY 2023 should place "通学定期乗車券発行控シール" (student commuter pass issuance sticker, or pass sticker) on the backside of their student ID card, below the magnetic strip, regardless of whether they purchase a commuter pass.

The pass sticker must not be removed or repositioned once placed on the student ID card.



Information for students who wish to purchase a student commuter pass is listed below.

A student commuter pass can be purchased <u>only for the purpose of travel to and from the University</u>, and <u>covers the shortest route between the student's home and the University</u>. <u>Students wishing to obtain a commuter pass should carefully read and understand the information on its purpose and use before purchase, and be sure to buy and use the commuter pass in the manner stipulated.</u>

【Filling out and using "通学定期乗車券発行控シール" (pass sticker)】

- Use a black ball point pen to fill out the pass sticker; do not use an erasable pen or pencil.
- Read the information below before purchasing your student commuter pass, and be sure to understand
  that its use is restricted to commuting to and from the University and that travel routes are limited. The
  commuter pass can be purchased at railway stations or other sales outlets by presenting your student
  ID card with the required information filled in (i.e., your address registered with the University and the
  commuting route).

Note: The "address registered with the University" refers to the student's address written on the enrollment registration form submitted at the time of enrollment. If you did not have an address at the time of enrollment and left the address blank, please register your current address on the Educational Affairs Information System when completing course registration. If you move after having registered an address, promptly report the change of address to the Educational Affairs Division (Service Desk No. 7 on the 2nd floor of the Student Center) or send an email to the address provided on the Student Info page of the Educational Affairs Information System.

[Purpose and eligibility of a student commuter pass]

- Students can purchase a commuter pass solely for the purpose of commuting to and from the University, limited to the shortest route between the nearest railway station or bus stop to home and the nearest railway station or bus stop to the University campus.
- Students who are not enrolled in a regular program (e.g., research students, credited auditors, and special audit students) are not eligible for a student commuter pass.
- Students living within walking distance to the University campus are also not eligible for a commuter pass.

## [Inappropriate detour routes]

The following cases are considered inappropriate detour routes.

• Students whose nearest station to their home address is Hoshikawa, Wadamachi, Kami-hoshikawa, Nishiya, or Tsurugamine of the Sotetsu Line specifying Yokohama Station as the nearest station or choosing

a route through Yokohama Station.

• Students bypassing Hazawa Yokohama-kokudai designating Yokohama as the nearest station, or bypassing Yokohama specifying Hazawa Yokohama-kokudai as the nearest station.

[Railway stations/bus stops close to the University]

- The railway stations/bus stops close to the University are as follows:
  - ♦ Rail: Mitsuzawakamicho, Hazawa Yokohama-kokudai, Wadamachi, Kami-hoshikawa
  - ♦ Bus: On-campus bus stops, Okazawacho, Kamadai-jutaku-daini, Kamadai-jutaku-daiichi, Hijirigaoka, Yokohama-shindo
- Students taking a bus from Yokohama Station:

Students taking a bus from Yokohama Station to the University (by a route not considered an inappropriate detour) can designate Yokohama Station as the nearest station for their commuter pass. In doing so, students can take any of the buses operating between Yokohama Station and the bus stops nearest the University and pay for each ride, and not be bound to a single bus company from which they purchase their commuter pass, as there are multiple bus companies operating from the Yokohama terminal.

[Fraudulent purchase and use of a student commuter pass]

Fraudulent purchase and use include purchasing a commuter pass

- · with a student ID card giving an address different from the one registered with the University
- for use other than travel to and from the University (e.g., travel to a part-time job or job-hunting activities)
- for a route that is not the shortest route for reasons of personal convenience (e.g., choosing a station one stop ahead of the nearest station to home simply because the fare is the same)

These acts can be subject to criminal indictment for fraud or disciplinary action under the University's regulations, and can even result in suspending the issuance of student commuter passes for the entire student body. Bear in mind that your student status does not mean you can purchase a student commuter pass for any purpose you please or for any route you choose. You should buy and use the commuter pass in line with the rules pertaining to the purchase and use of student commuter passes.

If your commuting route changes, or the space on your current pass sticker is full, or your current sticker is damaged, report to Service Desk No. 3 on the 2nd floor of the Student Center with your student ID card.

To apply for reissuance of your student ID card or to report a change of address when moving, go to Service Desk No. 7 on the 2nd floor of the Student Center. You can also report the change of address via email (for details, see the Student Info page of the Educational Affairs Information System).

## [Certificate of Commute]

Bus companies generally sell student commuter passes based on the student ID card and the pass sticker on its backside (provided the information is complete), but in rare instances they may require a Certificate of Commute in addition to a student ID card. Students can apply for a Certificate of Commute, if needed, at Service Desk No. 3 on the second floor of the Student Center. The certificates are issued after 12:00 p.m. two business days after receiving an application. (For example, if you apply on Monday, you can receive the certificate after 12:00 p.m. on Wednesday; if you apply on Friday, you can pick up the certificate after 12:00 p.m. on Tuesday.) You are required to present your student ID card for application and pick-up.

[How to fill in the pass sticker] Student ID number 氏名 Kokudai Hanako 1234567 64 現 住所 Address 2-31-1 Ooka, Minami-ku, Yokohama commuting route 通学 以間 発行年月日 期間 発行駅 発行年月日 期間 学 定期 Leave this space blank. (For use by station staff) 行券

- ·For "現住所 (current address)," enter the address registered with the University.
- ·For "通学区間 (commuting route)," enter the nearest railway station/bus stop to home and the nearest railway station/bus stop to the University. Write the railway stations/bus stops separately.

The routes between the railway stations/bus stops nearest the University and the University as well as the areas around the campus gates are residential areas. Students are expected to comport themselves in a manner befitting YNU students when traveling to and from the University; this means refraining from behavior that may disturb neighborhood residents (e.g., do not spread out and block paths, keep noise to a minimum).