

Date of Application: (Month) (Day), (Year)

## User Account Application Form

User Affiliation  Board member  Full-time teacher  Part-time teacher  
 Foreign teacher  Foreign researcher(ILCAA)  
 Full-time clerical staff  Part-time clerical staff  
 Others ( \_\_\_\_\_ ) [ manager's affiliation and signature ]

Name (in kanji or katakana) \_\_\_\_\_  
Name (in Roman alphabet) \_\_\_\_\_  
Affiliation \_\_\_\_\_ Room Number \_\_\_\_\_  
Telephone Number (Extension) \_\_\_\_\_  
Available period of User Account \_\_\_\_\_

### ■ Desired User Account Name

First choice \_\_\_\_\_ Second choice \_\_\_\_\_ Third choice \_\_\_\_\_

### ■ Desired E-mail Address (Full name for clerical staff and assistant clerical staff)

First choice \_\_\_\_\_ Second choice \_\_\_\_\_ Third choice \_\_\_\_\_

< Attention: When you make your account name and e-mail. >

- Avertable characters: the letters a-z (only lowercase characters), the digits 0-9, “.”, “-” and “\_”.  
※Please use lowercase characters.  
※The first character of your user account cannot be a number.
- Number of characters: mini:4, max:32.
- You cannot use easy-to-guess account like single word or only family name.
- Your user account name should be different from your e-mail address.

### Notes

- By submitting this application, you agree that you have understood and consent to the “Regulations Concerning the Use of Information Collaboration Center”.
- You may not obtain more than one account.
- Please complete this application and submit it to the designated location.
- The weekly cutoff for submissions is Monday, and permits will be issued on Friday. Please obtain your permit at the location where you submitted your application.

### Reception Use Only

Date Received: (Month) (Day), (Year)

Received by: \_\_\_\_\_

Message:

Tokyo University of Foreign Studies / Information Collaboration Center

Contact: [icc-service@tufs.ac.jp](mailto:icc-service@tufs.ac.jp)