

\* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **Guidelines concerning How to Treat the Use of Aliases by Students at Tokyo University of Foreign Studies**

February 19, 2019

Regulation No. 12

### Article 1 Purpose

The purpose of these Guidelines is to specify how to treat the use of aliases by students at Tokyo University of Foreign Studies (“TUFS”).

### Article 2 Cases Where Aliases Can Be Used

Aliases may be used in either of the following cases:

- (1) A student whose surname in the family register has been changed because of marriage or other reasons uses his/her previous surname. (Mainly for Japanese nationality.)
- (2) A student with foreign citizenship uses his/her alias shown on the residence certificate.
- (3) Other cases where TUFS President determines that the use of aliases is appropriate

### Article 3 Documents in Which Aliases Can Be Used

Aliases may be used in documents or materials prepared by TUFS and documents or materials submitted by students to TUFS, with the exception of those described in the next article.

### Article 4 Documents in Which Aliases Cannot Be Used

Aliases shall not be used in the following documents:

- (1) Documents for teacher license application
- (2) Documents in which the names shown in the family register must be used due to the provisions of laws, regulations, etc.

(3) Other documents for which the use of aliases is determined by the President to be inappropriate

#### Article 5 Application, etc. for the Use of Aliases

1. A student wishing to use an alias shall submit an application (Form 1) to the division that is in charge of student administration and to which the student belongs ("Educational Affairs Division"), together with documents that show that the name in the family register and the alias are both the student's name.

2. If the President determines that the application submitted in accordance with the provisions of the previous paragraph falls into either of the items listed in Article 2, the President shall approve the use of the alias and shall notify the student by sending an approval notice (Form 2).

3. The student permitted to use the alias in accordance with the provisions of the previous paragraph shall use only the alias and shall not use both the name in the family register and the alias, with the exception of the cases described in the previous article.

#### Article 6 Cancellation of the Use of Aliases

If a student using an alias plans to stop using the alias, the student shall submit a cancellation notice (Form 3) to Educational Affairs Division.

#### Article 7 Recording of Information

When a student's application for the use of an alias is approved, or a student submits a notice for cancellation of the use of an alias, the relevant information shall be placed in the student's student record, etc.

#### Article 8 Use of Aliases after Graduation, Course Completion, or Withdrawal

As for application and issuance of documents concerning a student using an alias at the time of graduation, course completion, or withdrawal (excluding the cases described in Article 4), the alias shall continue to be used after his/her graduation, course completion, or withdrawal.

#### Article 9 Certification, etc. for the Use of Aliases

If a student using an alias (including a student who has graduated, completed a course of study, or withdrawn) asks TUFs to provide certification showing that the

student is, or was, permitted to use the alias in documents at TUFs, TUFs shall issue a document showing that TUFs allows the use of aliases (Form 4).

#### Article 10 Other Matters

Any matters relating to the use of aliases other than those stipulated in these Guidelines shall be determined by the President separately.

#### Supplemental Provisions

These Guidelines shall take effect on February 19, 2019.

(別紙様式1)

Form 1

通称名使用申請書  
Application for use of an alias name

年 月 日  
Date: \_\_ \_\_ \_\_, 20\_\_ \_\_

東京外国語大学長 殿  
To President of Tokyo University of Foreign Studies

学籍番号/Student ID

学部 (研究科)

Schools (Graduate School)

学科(専攻・コース)

Studies and Majors (Department, Major and Course)

学年/Year

氏名/Full Name

Seal or  
Signature

下記のとおり通称名を使用したいので、確認書類を添えて申請します。

I hereby submit an application document identify to use the alias below.

記

1. 使用する通称名

Alias to use

氏名 Name in Kanji	
氏名 (カナ) Name in Katakana	
氏名 (アルファベット) Name in Alphabet	

2. 戸籍上の氏名

Name in the family register (if applicable)

氏名 Name in Kanji	
氏名 (カナ) Name in Katakana	
氏名 (アルファベット) Name in Alphabet	

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3 . 戸籍上の変更年月日      年      月      日 (変更した場合に記入)  
Date of the change in the family register (if applicable)  
\_\_ \_\_, 20\_\_ (enter in the case of a change)

4 . 使用理由 :  
Reason(s) for application:

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※ 学籍事務担当係処理欄 (Office use only)

(1) 申請書受理年月日 :      年      月      日

(2) 承認書通知年月日 :      年      月      日

(別紙様式 2)

Form 2

通称名使用承認通知書  
Approval Notice for use of Alias

年 月 日

Date: \_\_ \_\_, 20\_\_

東京外国語大学長 殿

To President for Tokyo University of Foreign Studies

年 月 日付で申請のあった通称名使用について、下記のとおり承認します。

I hereby approve the use of the alias in accordance with the application filed on \_\_ \_\_, 20\_\_ as follows.

記

- 1 . 使用を承認する通称名  
The alias to be approved for use

氏名 Name in Kanji	
氏名 (カナ) Name in Katakana	
氏名 (アルファベット) Name in Alphabet	

2. 使用開始年月日 年 月 日

Starting date of use : \_\_ \_\_, 20\_\_

(別紙様式3)

Form 3

通称名使用中止届出書  
Cancellation notice of use of the alias

年 月 日  
Date: \_\_\_\_, 20\_\_

東京外国語大学長 殿  
To President of Tokyo University of Foreign Studies

学籍番号/Student ID

学部 (研究科)

Schools (Graduate School)

学科(専攻・コース)

Studies and Majors(Department, Major and Course)

学年/Year

氏名/Full Name

Seal or  
Signature

下記のとおり通称名の使用を中止しますので届出ます。

I inform you that I will stop using the alias as follows.

記

1. 使用中止する通称名

The alias to stop using

氏名 Name in Kanji	
氏名 (カナ) Name in Katakana	
氏名 (アルファベット) Name in Alphabet	

2. 使用する戸籍上の氏名

Name in the family register (if applicable)

氏名 Name in Kanji	
氏名 (カナ) Name in Katakana	
氏名 (アルファベット) Name in Alphabet	

3. 使用中止年月日 Date of discontinuation: 年 月 日 Date: \_\_\_\_, 20\_\_

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4. 使用中止理由：Reason(s) for stopping use of the alias.

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※ 学籍事務担当係处理欄 (Office use only)

(1) 申請書受理年月日：\_\_\_\_年\_\_\_\_月\_\_\_\_日

(2) 承認書通知年月日：\_\_\_\_年\_\_\_\_月\_\_\_\_日



東京外国語大学学生の氏名表記について  
Regarding use of an alias name of Tokyo University of Foreign Studies Students

東京外国語大学は、学生からの申請により、学生の氏名表記について戸籍上の氏名でなく、通称名を使用することを認めており、下記学生の氏名表記については、各種文書等（法令等の定めにより、戸籍上の氏名を使用することとされているもの等を除く。）で通称名を使用しています。

Upon application from students, Tokyo University of Foreign Studies allows them to use the aliases instead of their registered names. The name of the following student is used in various documents (excluding those which are supposed to use their names on the family register pursuant to laws and regulations, etc.).

記

◇使用通称名

Alias to use

氏名 Name in Kanji	
氏名 ( カナ ) Name in Katakana	
氏名 ( アルファベット ) Name in Alphabet	

◇戸籍上の氏名

Name in the family register (if applicable)

氏名 Name in Kanji	
氏名 ( カナ ) Name in Katakana	
氏名 ( アルファベット ) Name in Alphabet	

年 月 日

Date: \_\_ \_\_, 20\_\_

東京外国語大学長