



Commuting Notification

To: Dean of the Graduate School

Submission Date: _____

Student ID No.		Name		④Seal	
Address (〒 -)					
<p>Reason for Notification ※</p> <p><input type="checkbox"/> New notification <input type="checkbox"/> Change of address <input type="checkbox"/> Change of commuting route <input type="checkbox"/> Change of commuting method</p> <p><input type="checkbox"/> Use the OIST shuttle bus and automobiles etc.</p> <p><input type="checkbox"/> Change of work location (Address of workplace: _____)</p> <p style="color: red;">※Effective Date (month/day/year): / /</p> <p><input type="checkbox"/> Loss of Eligibility for Commuting Allowance due to (<input type="checkbox"/> Long business trip <input type="checkbox"/> Maternity/Child care leave <input type="checkbox"/> Leave of absence <input type="checkbox"/> other: _____)</p> <p>Term of Trip/Absence (month/day/year): From / / to / /</p>					
Order	Commuting method	Route	Distance	Tickets, etc.	
				Type	Cost
1		From residence _____ (via) to _____	km		
2		From _____ to _____	km		
3		From _____ to _____	km		

※ Distance traveled and total cost to be considered in determining total amount of commuting allowance.

Student Support Policies: 1.4 Commuting Allowance

In general, students who need to commute will be expected to use the OIST shuttle bus. However, those who live off Campus will be able to receive a commuting allowance by mileage from their home location under the following conditions.

1. OIST Shuttle bus is not available, and;
2. Commuting distance is more than 2 kilometers, and;
3. Using public transportation* or private car**

*For the public transportation, up to maximum of ¥45,000 per month

**For private car, amounts will be determined by mileage from home location according to OIST rule

To receive a commuting allowance, you must submit a "commuting notification form" and an official document that we can confirm your new address(Certificate of Residence issued after address change at the municipal office/Residence card etc.). Please note that the allowance will be paid from the month in which these documents are submitted, and no retroactive payments will be made for months prior to that month.

If there are any special reasons for the late submission, please contact GS financial team in advance.