



2024/05/08

# Registrar Team



# What We Take Care

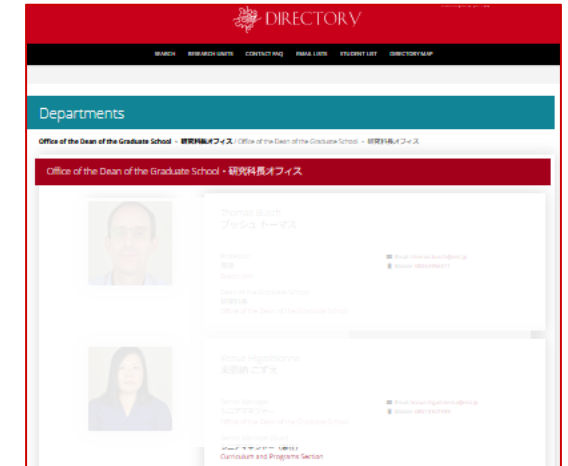
- ★ Student Info (Database)
- ★ Certificates Issuance
- ★ Leave Request
- ★ ID Card

Contact✉: [gs-registrar@oist.jp](mailto:gs-registrar@oist.jp)



# Photo Taking

- The picture will be displayed on the internal systems, such as TIDA and Student Database. May also be required for Library use.
- Take your facial photo at the booth in front of the HR office\* at your earliest convenience. You will need to input your OIST ID and password on the machine's screen.
- \* You can find the HR office on Level A in the Center Building. Go right after stepping off the elevator.





# Certificates Request

\* Submit the [Request Form](#) in advance \*

\* Issuance of certificates may take at least 5 business days \*

- **Type of the Certificates:**

- Academic Transcript
- Certificate of Registration
- Visa Support Letter, Visa/Residence Card Renewal Document
- Income Tax Report
- Student Enrollment Record
- Gakkenbai/Gakkensai Certificate
- Student Discount Certificate for Japan Railway (Gakuwari)
- Others



# Leave Request

	Personal Time Off (PTO)	Report of Absence from Okinawa
What	<p>In addition to University Holidays, students are granted 25 days of Personal Time Off per academic year.</p> <p>More details: <a href="#">Policy</a></p>	<p>To inform the Graduate School (GS) when you travel away from Okinawa main island <b><u>on weekend(s) and/or the public holiday(s)</u></b>.</p>
How	<p><b><u>Leave Request:</u></b></p> <ol style="list-style-type: none"><li>1) Acquire an approval from your supervisor (=Faculty) in writing beforehand.</li><li>2) Submit the web form with 1).</li></ol>	<p><b><u>Absence Report:</u></b></p> <p>Possible to submit <b><u>without</u></b> approval from your supervisor (=Faculty).</p>

**Required to submit the request form above PRIOR TO your absence.**





# Leave Request

- \* Submit only the Leave Request form if there is/are weekday(s) in the request period.
- \* On campus education is the default expectation. Confirm the [Policy on Remote Education](#) if remote work is necessary.

***\* When weekday(s), Thursday in this example, is/are included in leave period, submit the Leave Request form.***

Weekday				Holiday	Weekend	
Mon	Tue	Wed	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
On Campus	On Campus	On Campus	<b>Leave Request</b>	<b>Leave Request</b>	<b>Leave Request</b>	<b>Leave Request</b>

***\* If there are no weekdays during leave period, submit the Report of Absence from Okinawa.***

Weekday				Holiday	Weekend	
Mon	Tue	Wed	Thu	<b>Fri (Holiday)</b>	<b>Sat</b>	<b>Sun</b>
On Campus	On Campus	On Campus	On Campus	<b>Absence Report</b>	<b>Absence Report</b>	<b>Absence Report</b>



## Leave Request

**!! VERY IMPORTANT !!**

Submission of the Leave Request and Report of Absence is very important procedure.

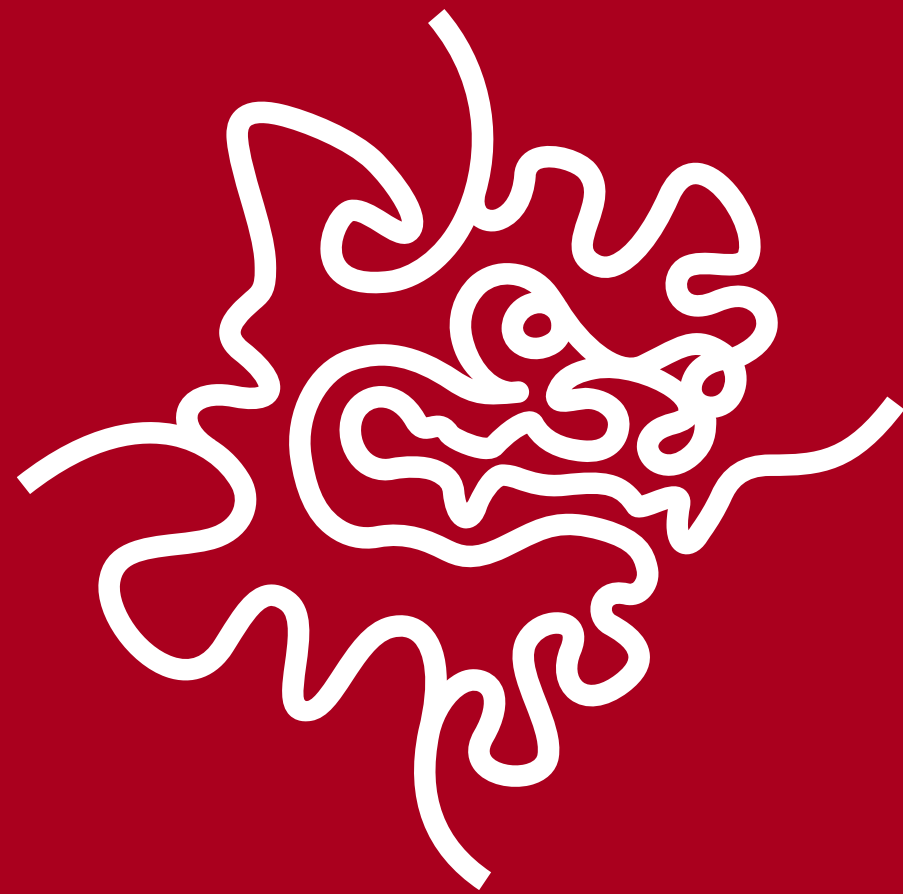
Please provide your travel information, including your destination so that we can provide necessary support in case of emergency or urgent situations.



# ID Card Matters

- **Do NOT Lose or Break your ID card!!!**
  - > It contains your personal information
  - > E-cash on the card will not be refunded
  - > Takes time to be reissued (approx. 1 month)
- In case of loss 😱 ➡ Submit [OIST Lost Card Report Form](#) to receive a temporary card.
- For Special Access: Contact the sections in charge.  
(Lab/Facilities -> ask RUAs, Gym -> Resource Center etc...)





ありがとうございました!