

Notification of Change of Guardian/Tuition Payer

To the Dean of the Waseda University School/Graduate School of Graduate School of Asia-Pacific Studies,

Student No.	ID		School/ Graduate School	
Name				

【1. Guardian (☐ Change ・ ☐ Address Change) ←Check the items that apply to you】

*A guardian is a person who is in a position to provide guidance and support to the student in cooperation with the university, in order for the student to carry out his/her academic and research activities smoothly. A housewife (husband) or unemployed person is also acceptable.

Name			Relationship	1. Father 2. Mother 3. Other ()
Name (Katakana)	(Family Name)	(First Name)		
Address	〒 _____		Type of Residence	The student and the guardian is 1. Living together 2. Living apart
Phone Number		Cellphone Number		
Workplace		Phone Number of Workplace		
Email Address				

During the period for which the student named above is enrolled at Waseda University, I ensure that they will comply with the rules and regulations. I will take responsibility for any act or matter contrary to such. Additionally, I fully understand the purpose of collecting personal data, the policies on management of personal data, and other such matters as specified in the “Treatment of Personal Data by Waseda University <for Students and Guardians>” and hereby consent to the University’s treatment of the student’s personal data.

Guardian’s Signature :

【2. Tuition Payer (☐ Change ・ ☐ Address Change) ←Check the items that apply to you】

*Tuition payers must be currently residing in Japan.

*If you need to change your tuition transfer account, please submit “Bank Transfer and Automatic Debit Transfer Application Form”.

→I will submit the “Bank Transfer and Automatic Debit Transfer Application Form” **This time** / **Later** (Circle one).

Name			Sign	Relationship	1. Father 2. Mother 3. Other ()
Name (Katakana)	(Family Name)	(First Name)			
Address	〒 _____		Type of Residence	The student and the tuition payer is 1. Living together 2. Living apart	
Phone Number		Cellphone Number			
Workplace		Phone Number of Workplace			
Email Address					

--- For official use only -----

事務所受付印	担当者
	<input type="checkbox"/> データ変更 (/ /) 印

Treatment of Personal Data by Waseda University

Waseda University ("Waseda"), being fully aware that the protection of personal data is a basic requirement derived from human dignity, established the "Regulations on Privacy and Data Protection" in May 1995 and has taken strict care in its handling of personal data. As the "Law concerning Protection of Private Information (Privacy Law)" came into force in its entirety on April 1, 2005, Waseda will continuously endeavor to comply with the law and control and manage personal data in a safe and adequate manner.

1. Collection of Personal Data and Purpose of Use of Personal Data

Personal data means any information relating to a student, guardian, faculty or staff member or other individual in which that individual is identified or identifiable. Waseda will collect only such personal data as is deemed necessary for education and research, student assistance, or university administration, for the following purposes. In addition, Waseda may communicate with the student or the guardian based on the collected personal data if necessary.

<Purpose of Use>

- (i) Management of student registration, management of changes in student registration, health management, scholarship management;
- (ii) Registration for courses, management of student results, class management;
- (iii) Management of information on internal admission to the undergraduate or graduate school or change of school, or careers after graduation;
- (iv) Issuance of student identification cards or various certificates;
- (v) Management of tuition and fees information, management of account information;
- (vi) Assistance in student life and extracurricular activities;
- (vii) Preparation and management of job related information;
- (viii) Management of use of facilities and equipment within the university, management of security camera footage;
- (ix) Management of library use information;
- (x) Dispatch of the academic transcript and information regarding the student's academic standing to the guardian;
- (xi) Consultation with the guardian on the student's results or course selection;
- (xii) Public relations magazines of the university and affiliated schools, information on events, announcements relating to fund-raising for the university;
- (xiii) Dispatch of various information to graduates;
- (xiv) Provision of information to partner universities based on academic exchange agreements or such other arrangements;
- (xv) Provision of necessary information to Student Health Insurance Union (Gakusei Kenko Hoken Kumiai) of Waseda University (Administrator: Administrative Director, Student Affairs Division);
- (xvi) Provision of necessary information to Waseda University Alumni Association (Administrator: President of Waseda);
- (xvii) Provision of necessary information to the academic organizations (Administrator: Dean of each school) composed of students and faculty within the undergraduate or graduate school to which the student belongs;
- (xviii) Provision of necessary information to the Faculty and Staff Union for the purpose of promoting public grants;
- (xix) If applicable, management of on-campus employment, payment of wages and allowances;
- (xx) Improvement of Waseda University's educational and research programs, entrance examinations and student recruitment activities; and
- (xxi) Verification of identity, based on student submitted photos and their scanned data, required to process internal administrative procedures as well as to enable a variety of web-based services offered within the university.

2. Safe Keeping of Personal Data

Waseda will strictly keep personal data secure from unauthorized use, loss, destruction, falsification and leakage, and will provide education and training for personal data management to the faculty, staff or other persons engaged in the affairs of Waseda who handle personal data.

3. Provision of Personal Data to a Third Party

Waseda will not provide personal data to a third party without the consent of the data subject unless any of the exceptions defined in the Law and Rule applies.

4. Outsourcing of University Operations to a Third Party

Waseda University may entrust all or parts of bulk-mailing or data entry operations to a third party. In such a case, Waseda University requires the third party (through a contract and other means) to handle personal data adequately and appropriately so that the personal data will not be leaked, lost, or misused.

5. Disclosure and Correction of Personal Data

The student and guardian may request disclosure or correction of personal data at the affiliated school, any undergraduate or graduate school to which the student belongs, or such other place where personal data is kept.