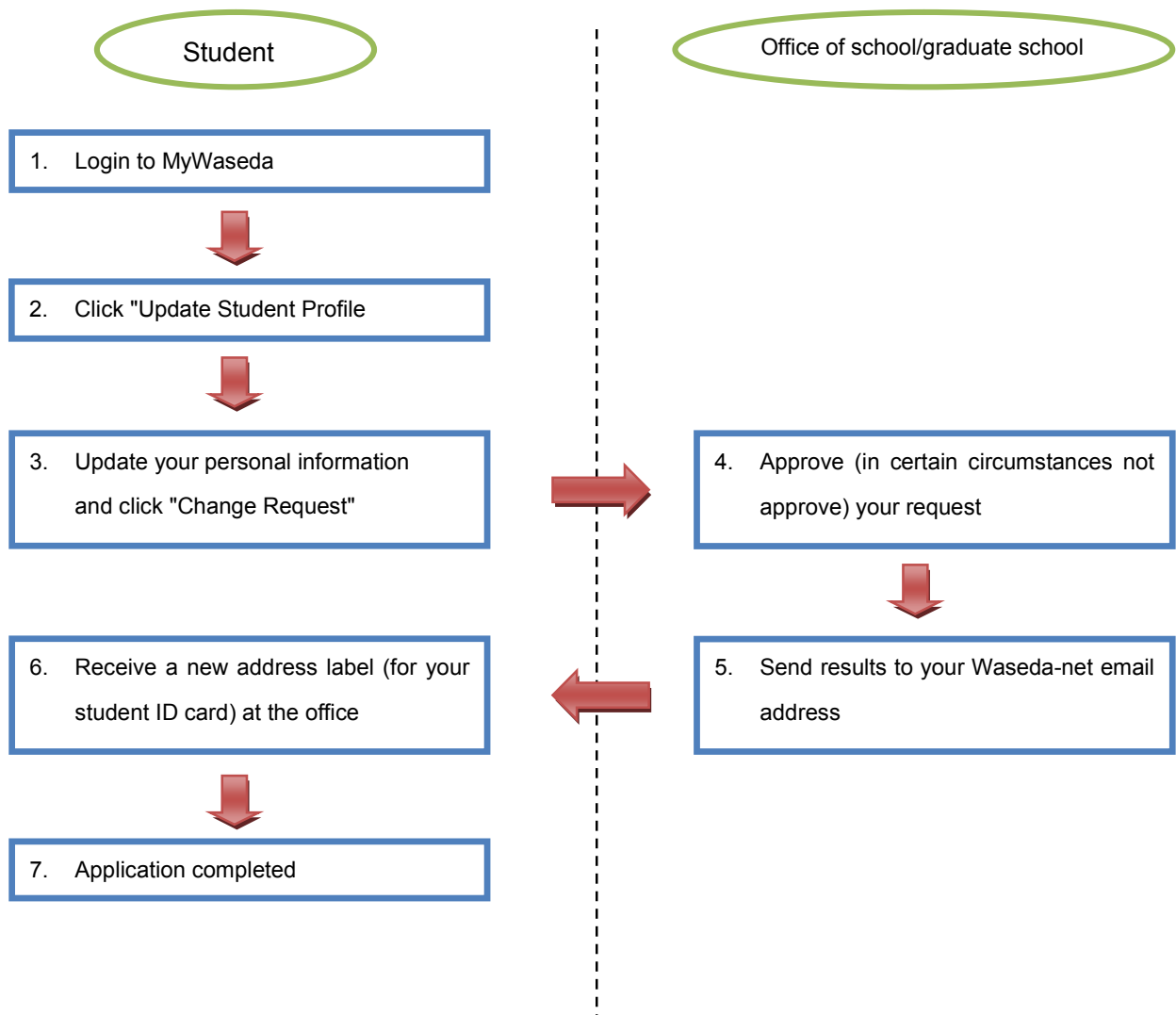


“Change of Personal Information” User Manual

1. Introduction

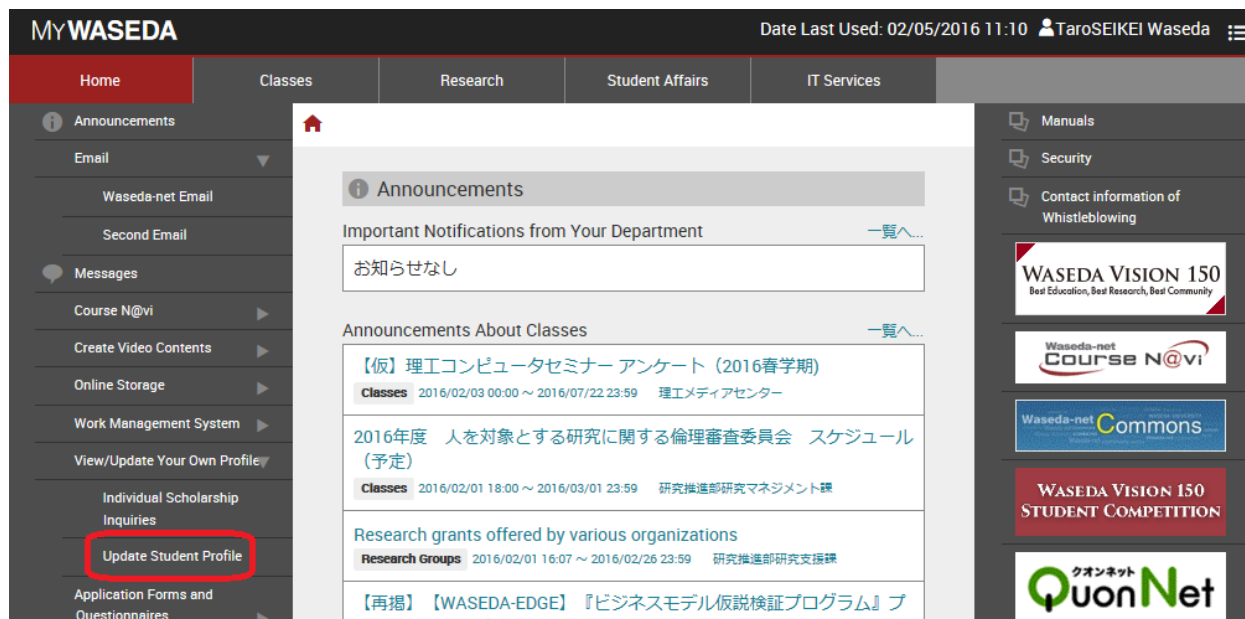
It is very important that students’ personal information, such as their home address, emergency contact information and bank account, is kept current with the university. As part of the MyWaseda system, students are able to update their personal data which is registered in the university database by using the online registration form. This user manual provides guidance on how to edit your personal information via MyWaseda.

2. Flow Chart



3. Update Your Personal Information

Log in to MyWaseda and go to [View/Update Your Own Profile] on the left menu of [Home] global menu.



■ Edit Personal Information

I. On the 'Edit Personal Information' page, you can update the following information:

[Address]

[Telephone]

[Mobile phone]

[Living with the guarantor] * please check the applicable box

[Living with the tuition fees payer] * please check the applicable box

学籍処理 > Change of Personal Information > Edit Personal Information Close

Edit Personal Information

To change Personal information, modify the relevant information and click on the "Change Request" button.

【Notes】
 1. Please note that you need separately proceed the following procedures in the office of belonging faculty/graduate school.
 Exchange of the student's identification card back seals (When the student's identification card back seals are not exchanged, the commutation ticket in the changed address cannot be bought.)
 Change of guarantor's address in case of separation from guarantor (The procedure is unnecessary in case of living with guarantor because the guarantor's address is also changed when person in question's address is updated.)
 2. Information that is applied for change is formally registered through "Approval" of belonging faculty/graduate school.
 It might take 2 or 3 days to be approved.

Personal Information	
Student ID: [REDACTED]	Student Identification Number: 9
Name: 平松田 太郎	Name(in Kanji): 平松田 太郎
Name(in Kana): フセガ タロウ	Name(in alphabet): WASEDA, Taro
Faculty/Graduate: 人間科学部(通信教育課程)	Department: 健康福祉科学科
Special Course:	Course:
Enrollment Date: 2009/04/01	
sex: 女	Birthday: 1978/05/18
Living with the guarantor: <input type="checkbox"/>	Living with the tuition fees payer: <input checked="" type="checkbox"/>
* Address: 〒 165 - 8060 Display	
13 東京都	

NO
IMAGE

II. Your changes will be reflected in the server database by pressing the **Change Request** button.

*Address : 〒 165 - 8060

13 東京都 (City)

新宿区 (City)

戸塚町1 - 104 (Town/house number)

(Building)

*Please input the Zip Code using half-width characters, and the Address using full-width characters.

Telephone : (Example:000-0000-0000(Half-width characters)) Mobile phone : (Example:000-0000-0000(Half-width characters))

*You are required to input either a telephone number or a mobile phone number.
*If possible, for emergency contact purposes, we request that you input your mobile phone number.

Foreign Nationality Information

Foreign Nationality Information :

Nationality :

Foreign Student Type : International Student Type :

Visa Status : Length of Visa :

Visa Number :

Term of Enrollment :

III. After clicking the **Change Request** button, you will see the 'Confirm the Change of Personal Information' page. Please make sure all your information is correctly updated, then click the **OK** button. In case you find any errors or omissions in the form, click the **Cancel** button to return to the 'Edit Personal Information' page.

Confirm the Change of Personal Information

The Personal information will be modified.
Are you sure you want to proceed with this operation?

Personal Information

Student ID : ██████████ Student Identification Number : 9

Name : 早稲田 太郎 Name(in Kanji) : 早稲田 太郎

Name(in Kana) : ワセダ タロウ Name(in alphabet) : WASEDA, Taro

Faculty/Graduate : 人間科学部(通信教育課程) Department : 健康福祉科学科

Special Course : Course :

Enrollment Date : 2009/04/01

sex : 女 Birthday : 1978/05/18

Living with the guarantor : Separation Living with the tuition fees payer : Living with the guarantor

Address : 〒165-8060

東京都

新宿区 戸塚町1 - 104

Your edited personal information will be approved by the office of your Faculty or Graduate school. Requests will be approved at the earliest possible time, but it may sometimes take 2-3 days due to unavoidable circumstances.

■ Edit Personal Bank Account

※Please be advised that you are only able to update your ‘Personal Account’ information through the web. The ‘Personal Account’ will be used when the university needs to transfer money to students. For changing the ‘Debit Account Information for Tuition Fees,’ you are requested to fill out the designated application form which is provided at the office of your Faculty or Graduate school and submit it to the financial institution.

- I. Your current bank information is displayed on the ‘Edit Personal Information’ page. In order to change your personal account information, click the **Change Personal Account** button.

To change the personal account information, click on the “Change Personal Account” button.

[Change Personal Account](#)

Account Purpose	Financial Institution / Branch Name	Savings Type	Account Holder's Name
Personal Account	No Registration Information	-	-
Debit Account Information for Tuition Fees	No Registration Information	-	-

To confirm the guarantor and other information, click on the “Confirm Guarantor” button.

[Confirm guarantor and other information](#)

Guarantor etc, type	Name	Name(in Kana)	Relationship
Guarantor	早稲田 花子	ワセダ ハナコ	母
Tuition Fees Payer	早稲田 太郎	ワセダ タロウ	本人

[↑ページの先頭へ戻る](#)

- II. You can update the following information from the online registration form;
- [Savings Type]
 - [Account number]
 - [Account Holder's Name]

In order to change your current financial institution (include branch location), click the **Financial Institution Search** button.

Edit Personal Account Information [Go back](#)

Student ID: [REDACTED] Name: 早稲田 太郎
 Name(in Kana): ワセダ タロウ Name(in alphabet): WASEDA, Taro

To change personal account information, modify the relevant information and click on the “Change Request” button.
 The personal account will be used when the university needs to transfer money to the student.

Please apply to change your tuition payment account information using the prescribed form.
 Check the application procedures with the office of your department/school.

Personal Account Information

*Financial Institution / Branch Name: [Financial Institution Search](#)

*To input the financial institution, branch name, click on the “Financial Institution Search” button, and search / select the appropriate financial institution.

*Savings Type: 普通預金 *Account number: [REDACTED]

*Account Holder's Name: [REDACTED]

Tuition Payment Account Information

Financial Institution / Branch Name: [REDACTED]

Savings Type: [REDACTED] Account number: [REDACTED]

Account Holder's Name: [REDACTED]

[Change Request](#) [Cancel](#) [Display the History](#)

III. Enter your search criteria into the designated fields and click the **Search** button.

The following page will display a list of all institutions that match your criteria. Click on the **Select** button for the appropriate financial institution.

Search financial institutions / Display the list [Go back](#)

Please click the [Search] button after specifying the Financial institution search condition.
Please specify at least one Search condition.

Financial institution name	三井住友	Financial Institution Number	
Branch name	新宿	Branch number	

[Search](#) [Cancel](#)

Click on the "Select" button for the appropriate Financial institution.

Financial institution list:5 entries.

No.	Financial Institution Number	Financial institution name	Branch number	Branch name	
1	0009	三井住友銀行	221	新宿支店	Select
2	0009	三井住友銀行	661	新宿通支店	Select
3	0009	三井住友銀行	259	新宿西口支店	Select
4	0294	三井住友信託銀行	510	新宿支店	Select
5	0294	三井住友信託銀行	525	新宿西口支店	Select

IV. Please make sure all your bank information is correctly updated, then click the **Change Request** button. In case you find any errors or omissions in the form, click the **Cancel** button and try again.

Personal Account Information

*Financial Institution / Branch Name : [Financial Institution Search](#) 0009-221 三井住友銀行 新宿支店

*To input the financial institution, branch name, click on the "Financial Institution Search" button, and search / select the appropriate financial institution.

*Savings Type : 普通預金 *Account number : 9999999

*Account Holder's Name : ワセダ タロウ

Tuition Payment Account Information

Financial Institution / Branch Name :
Savings Type : Account number :
Account Holder's Name :

[Change Request](#) [Cancel](#) [Display the History](#)

V. After clicking the **Change Request** button, you will see the 'Confirm the Change of Personal Account Information' page. Reconfirm your personal account information, then click the **OK** button.

Confirm the Change of Personal Account Information

Student ID : XXXXXXXXXX Name : 早稲田 太郎
Name(in Kana) : ワセダ タロウ Name(in alphabet) : WASEDA, Taro

The personal account information will be modified.
[Are you sure you want to proceed with this operation?](#)

[OK](#) [Cancel](#)

Personal Account Information

Financial Institution / Branch Name : 0009-221 三井住友銀行 新宿支店

Savings Type : 普通預金 Account number : 9999999

Account Holder's Name (Katakana) : ワセダ タロウ

Tuition Payment Account Information

Financial Institution / Branch Name :
Savings Type : Account number :
Account Holder's Name (Katakana) :

■ Confirmation of Guarantor and Academic background information

*Please be advised that you are only able to confirm your current information through the web. In order to change your 'guarantor' information, you are requested to fill out the designated application form which is provided at the office of your Faculty or Graduate school.

- I. To confirm the guarantor and other information, click on the **Confirm Guarantor and other information** button.

To confirm the guarantor and other information, click on the "Confirm Guarantor" button.

Guarantor etc. type	Name	Name(in Kana)	Relationship
Guarantor	早稲田 花子	ワセダ ハナコ	母
Tuition Fees Payer	早稲田 太郎	ワセダ タロウ	本人

4. Confirm the results of Change Request

The results of your change request will be sent to your Waseda-net email address in a few days.

■ Example of the email when your request is approved.

Student ID:#####
 Dear ●●●●●

This is ○○.(Name of School office)

The application for the student's basic information update has been approved. Please check the student's basic information update page for details.

Sincerely

*If you have changed your address and need to purchase a train pass for your new address, you are required to replace the seal attached to the back of your student ID. Please take your student ID to the administration office of your faculty/graduate school to request a new seal.

*If the change in information was only your telephone number, a replacement seal is not required.

■ Example of the email when your request is rejected.

Student ID:#####
 Dear ●●●●

This is ○○.(Name of School office)

The application for the student's basic information update has been rejected. Please refer to the student's basic information update page to view possible explanations for the rejection.

Sincerely

When the request is rejected, please refer to **Display the History** on the 'Edit Personal Information' page.

Edit Personal Information

To change Personal information, modify the relevant information and click on the "Change Request" button.

[Notes]
 1. Please note that you need separately proceed the following procedures in the office of belonging faculty/graduate school.
 Exchange of the student's identification card back seals (When the student's identification card back seals are not exchanged, the commutation ticket in the changed address cannot be bought.)
 Change of guarantor's address in case of separation from guarantor (The procedure is unnecessary in case of living with guarantor because the guarantor's address is also changed when person in question's address is updated.)
 2. Information that is applied for change is formally registered through "Approval" of belonging faculty/graduate school. It might take 2 or 3 days to be approved.

Personal Information	
Student ID: [REDACTED]	Student Identification Number: 9
Name: [REDACTED]	Name(in Kanji): [REDACTED]
Name(in Kana): [REDACTED]	Name(in alphabet): [REDACTED]
Faculty/Graduate: 人間科学部(通信教育課程)	Department: 健康福祉科学科
Special Course: [REDACTED]	Course: [REDACTED]
Enrollment Date: 2009/04/01	
sex: 女	Birthday: [REDACTED]
Living with the guarantor: <input type="checkbox"/>	Living with the tuition fees payer: <input checked="" type="checkbox"/>
* Address: 〒 [REDACTED] Display	
[REDACTED]	[REDACTED] (City)
[REDACTED]	[REDACTED] (Town/house number)
[REDACTED]	[REDACTED] (Building)
*Please input the Zip Code using half-width characters, and the Address using full-width characters.	
Telephone: [REDACTED] (Example:000-0000-0000(Half-width characters))	Mobile phone: [REDACTED] (Example:000-0000-0000(Half-width characters))
*You are required to input either a telephone number or a mobile phone number. *If possible, for emergency contact purposes, we request that you input your mobile phone number.	
Foreign Nationality Information	
Foreign Nationality Information: [REDACTED]	
Nationality: [REDACTED]	
Foreign Student Type: 外国籍学生	International Student Type: 私費学生
Visa Status: 特別滞在	Length of Visa: ~ 9999/12/31
Visa Number: [REDACTED]	
Term of Enrollment: [REDACTED]	

[Change Request](#) [Cancel](#) [Display the History](#)

The explanation for the rejection is described in the 'Notes'.

Display the personal information change history list

[Go back](#)

The personal information change history list:
16 entries.[1 - 10]

Renewal date	Renewal by	Renewal items	Information before renewal	Information after renewal	Approval	Notes
2014/06/03 13:42:17		市区町村			不許可・無効	番地が入力されていないため。
2014/06/03 13:42:17		町名番地			不許可・無効	番地が入力されていないため。