

## - Procedures to Obtain an Individual Nagoya University ID

If you would like to apply for an NU ID by department, please contact the following.

Fill out the Nagoya University ID Application form and Attachment 1 and submit them to the General Affairs (Information Technology Center).



### How to Submit the Application

1. The applicant brings the documents to the window.
  - Select the method of reception.
    - A. The applicant receives the NU ID at the window.
      - Select method of notification of reception date.
        - a. By email
        - b. By phone
    - B. The NU ID will be sent to the person listed in the reference via internal mail.
2. The application and attachment are submitted via internal mail.

The method to receive your ID is by sending it to the person listed in the reference via internal mail.

### Creating data

The application deadline is every Wednesday and Friday at noon.  
Notification is scheduled to be issued on the day following receipt of the application. (When your NU ID is issued, we will inform you.)

Password Notification for the Nagoya University ID is issued.

Method of reception:

1. The applicant receives it at the window. (Bring the ID with him/her.)
2. Notification is sent by internal mail.



### ※※※ Notes on the Nagoya University ID Application and Attachment 1 ※※※

1. In the Reference column, please ask a faculty or staff member of Nagoya University who can identify the applicant fill out the column and seal.
2. If there is no indication in Kanji in the Kanji column of the Basic Authentication Information (Attachment 1), alphabetical characters indicated in English column are registered in full-width characters.
3. Alphabetical characters indicated in the English column are used for your email address when you obtain the Nagoya University Mail Address.

Contact information:

General Affairs, Information Promotion Dept., Information and Communications  
Headquarters (Information Technology Center 1F, Consultation Window)

Operating hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Phone: 052-789-4355

Email address: [center@itc.nagoya-u.ac.jp](mailto:center@itc.nagoya-u.ac.jp)