Notes when preparing the required paperwork related to the Joint Usage Education Center Open Exercise application

　　Students who wish to participate in any Open Exercises should prepare the following 6 forms.

Please submit forms 1 – 6 through the administrative office (undergraduate academic affairs office) at your affiliated university.

1. **Special Audit Student Acceptance Request** for the Exercise you wish to take\* Requires an official seal from the Dean.

\* Please prepare this while referring to the appendices “Supplementary Sheet” and “Sample Form”

 After inquiring with the academic affairs office at your affiliated university, please send the form to [University of Tsukuba Life and Environmental Area Support Office Educational and School Affairs]. (1-1-1 Tennodai, Tsukuba-shi, Ibaraki-ken 305-8572)

1. **Application** for the relevant exercise as a credit compatible subject \*Academic advisor’s consent (signature and seal) required

\* Please prepare this while referring to the appendices “Supplementary Sheet” and “Sample Form”

 After inquiring with the academic affairs office at your affiliated university, please send the form to [University of Tsukuba Life and Environmental Area Support Office Educational and School Affairs].

1. **Special Audit Student Application** for the relevant exercise
\*Academic advisor’s consent (signature and seal) required

\* Please prepare this while referring to the appendices “Supplementary Sheet” and “Sample Form”

 After inquiring with the academic affairs office at your affiliated university, please send the form to the relevant <<Dean at your affiliated university>>

1. **Transcript of grades** Obtain a copy from the academic affairs office at your affiliated university and send it [University of Tsukuba Life and Environmental Area Support Office Educational and School Affairs]

**Note: When transcripts have not yet been issued or are difficult to obtain (if you are in the first year of undergraduate or graduate school, etc.), please submit your class registration card instead.**

1. **Student Educational Research Disaster and Injury Insurance Certificate** (a copy of the receipt is also acceptable)

 After inquiring with the academic affairs office at your affiliated university, please send the form to [University of Tsukuba Life and Environmental Area Support Office Educational and School Affairs].

1. **Survey for Safety Management**

 After filling in the necessary information, please send the form to [University of Tsukuba Life and Environmental Area Support Office Educational and School Affairs].

\* It is recommended you prepare this file using Word.