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 3 forms.**

**Please submit forms 1 – 3 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)

**2.　Application** for the relevant exercise as a credit compatible subject \*Academic advisor’s consent 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].

**3.　 Both 1 and 2 should be submitted.　（※a copy of the receipt is acceptable)**

　1. **Student education and research accident insurance enrollment certificate (Gakkensai)**

　2. **Insurance for accidents involving third parties or their property enrollment certificate (Course A: Gakkensai)**

※Documentation certifying enrollment for other insurance coverage for experiments and exercises is acceptable, as long as the coverage is equivalent to 1 and 2. In that case, please directly contact us by e-mail using the contact information below.

Mountain Science Center

msc-kyoiku@ml.cc.tsukuba.ac.jp

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].

**Students who are accepted to participate in any Open Exercises should prepare the following form(s).**

\* **Submission instructions will be provided to those who are accepted to participate in any Open Exercises ONLY.**

**・　Safety Management Survey Form**

**・　separate sheet ( Food Allergy Questionnaire)**