

Notification of a Personal Guarantor or Contact Person (Graduate Schools)

Students enrolling in Tokyo Institute of Technology from the 2013 academic year must notify the Institute of a Personal Guarantor or Contact Person. Please carefully read the following, circle the appropriate terms and sign below before submitting this form.

Regarding Personal Guarantors or Contact Persons

At Tokyo Tech, the term, Personal Guarantor does not imply any financial or legal responsibility on the part of the Personal Guarantor regarding tuition, etc. The Personal Guarantor or Contact Person only needs to be aware of the student's situation through the sharing of information provided by the Institute regarding the student's academic work or change of status.

1. The Institute should be notified of a Personal Guarantor or Contact Person in order to foster a good relation between the two and to ensure cooperation with the student's parents, etc. In this way, the student will be able to pursue his/her studies and have a fulfilling student life.
2. The Personal Guarantor should be an adult who is a relative within the third degree of the student, or another financially independent adult.
3. Graduate students can notify the Institute of a Contact Person instead of Personal Guarantor. The Contact Person should be an adult living in Japan, who can be reached by the Institute in an emergency.
4. Students should promptly notify the Institute of any change of personal guarantor or in the personal guarantor's contact information by submitting the appropriate form with the Personal Guarantor's signature etc. This also applies to any changes in the contact person's information.
5. The Personal Guarantor needs to sign all forms requesting or notifying the Institute of a change of student status (leave of absence, re-enrollment, extended absence, study abroad or withdrawal), except when it is unavoidable due to the Personal Guarantor's circumstances.
6. The Institute will contact the Personal Guarantor in the following cases:
 - (1) Student receives an honor or award according to Institute regulations, etc.
 - (2) Student receives disciplinary action according to Institute regulations, etc.
 - (3) Student submits an application for a change of student status without the Personal Guarantor's signature and permission is granted or the student submits a notification without the Personal Guarantor's signature and it is accepted.
 - (4) Student transfers.
7. The Institute will contact the Personal Guarantor or Contact Person in the following cases:
 - (1) Student fails to make a tuition payment or he/she doesn't make a payment after being reminded.
 - (2) Student is dismissed from the Institute.
8. The Institute will disclose various information to the Personal Guarantor or Contact Person by means of sending its public relations magazines, for example.

【Student】 *Please write clearly.

Circle one

(The following person is my
Personal Guarantor • Contact Person .)

Date: _____ Student ID No: _____

School: _____

Department: _____

Major (Course) : _____

Name: _____

Signature: _____

【Personal Guarantor / Contact Person】

*Please fill in a block capital clearly if the name and address of Personal Guarantor / Contact Person is not Japanese.

I agree to be the above-named person's Personal Guarantor / Contact Person.

Date: _____

Address: _____

Name: _____

Signature: _____

Relation: _____

Telephone number: _____

Student ID _____